Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH Training Materials		
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		Version: 4

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Access Channel for Employees (ACE) User Manual

A. Overview

Access Channel for Employees (ACE) is a secured online application designed to provide current state employees and state contract workers fast and easy access to their Direct Deposit Pay Stubs, W-2s, Leave Balances/Time Taken for those employees who earn and take leave, and access to the Mississippi Enterprise Learning Management System (MELMS) Student Center. To access electronic W-2s, employees must elect to receive these electronically.

ACE secures the state employee's or contract worker's information by the use of a User ID and password, and encryption of the same information. ACE also allows the user to maintain their personal profile information.

Advantages for using ACE to access your W-2 include the following:

- The electronic W-2 is available prior to a paper copy.
- The user can print multiple copies.
- The user can save the information on their personal computer.
- The user can access multiple tax year W-2 information.

Advantages for using ACE to access your direct deposit pay stubs include the following:

- The user can print multiple copies.
- The user can save the information on their personal computer.
- The user can access the last 12 months or the last 12 payments whichever comes first.

Advantages for using ACE to access the MELMS Student Center include the following:

- The user can register for classes online.
- The user can search an online course catalog.
- The user can view a class schedule.
- The user can check their training history.
- The user can view a calendar of their upcoming training events.

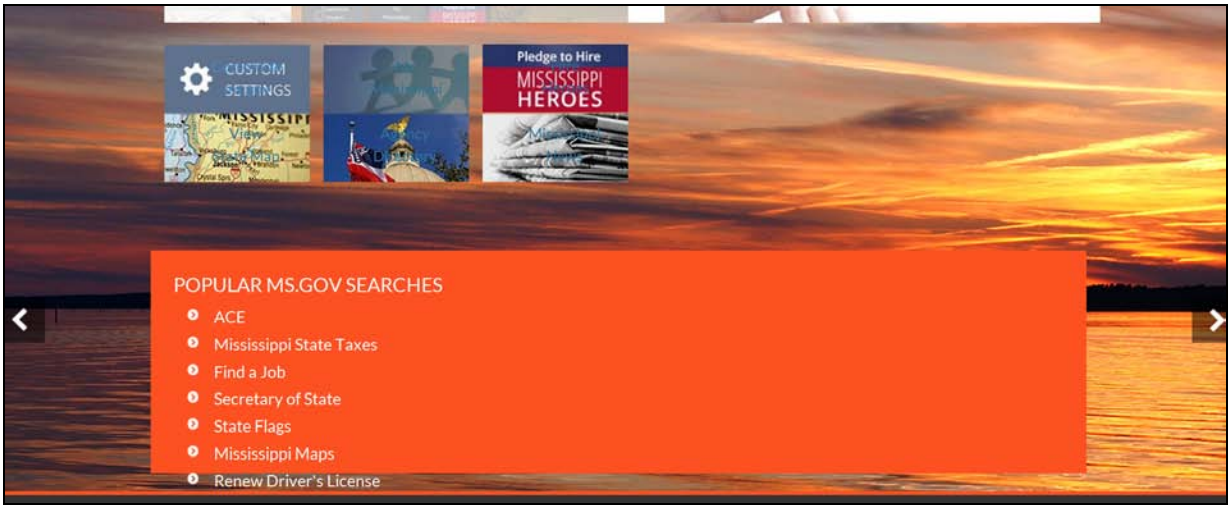
Please note, only current state employees or contract workers are eligible to access ACE. Within one month of terminating with the state agency, a contract worker's or state employee's access to ACE will be removed.

This user manual has been divided into these main sections:

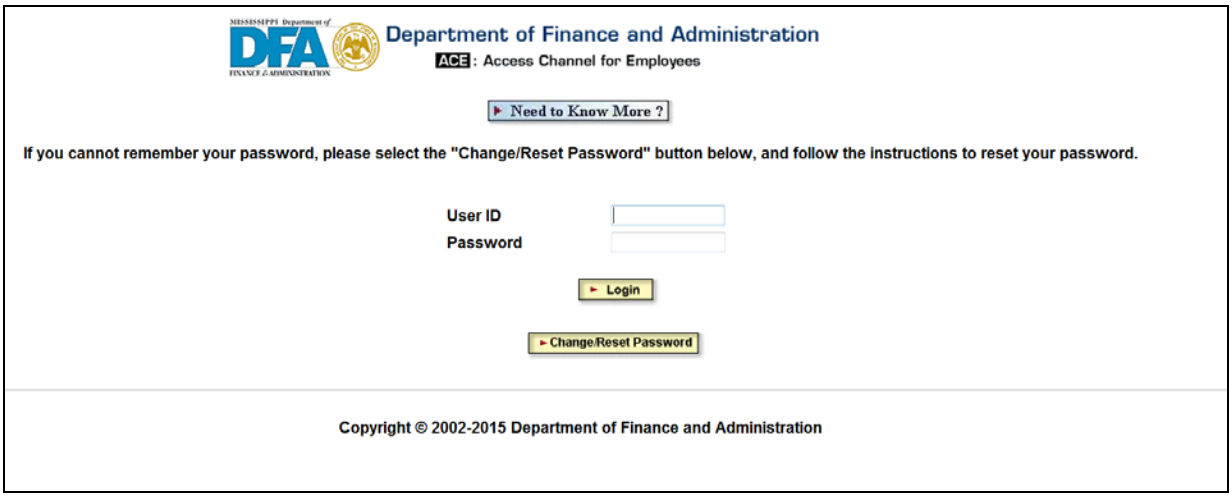
A. Overview
B. ACE User ID and Password Instructions
C. User Access to W-2s Instructions
D. User Access to Pay Stubs Instructions
E. User Access to Leave Balance/Time Taken Instructions
F. User Printing Instructions
G. User Access to the MELMS Student Center
H. User ACE Exit Instructions

B. ACE User ID and Password Instructions

1. To access ACE, access the State of Mississippi's Official web portal at www.ms.gov and then click on the 'ACE under POPULAR MS.GOV SEARCHES.



2. The ACE Login screen will appear.


Department of Finance and Administration
ACE: Access Channel for Employees
Need to Know More ?
If you cannot remember your password, please select the "Change/Reset Password" button below, and follow the instructions to reset your password.
User ID
Password
Login
Change/Reset Password
Copyright © 2002-2015 Department of Finance and Administration

If the user is a new employee with the State of Mississippi or a new contract worker, their User ID will be provided to them via a sealed envelope within 4 to 6 weeks of being hired. The sealed mailer is sent to the user's home address as provided in the Statewide Payroll and Human Resources System (SPAHRS).

Otherwise, you may contact the MMRS Call Center at (601) 359-1343 and select option 1 (Security – passwords, user ID, etc.) Sub-Option 4. If the automated voicemail system answers, leave your name, contact number and a message regarding your problem, *i.e.,* I need my User ID and Password for ACE. The password will be assigned for the first time login.

3. Once the user successfully logs into ACE for the first time, they will automatically be prompted to change their password. They will receive an error message, similar to the example below, that the user's password has expired. The user will need to enter their old password again in the 'Input old password' box. This is the password that was just used to get to this point.

Then the user will have to create a new password based on the following criteria:

- Must be at least six characters in length
- Must contain at least one number and one letter

The user will enter their choice for a new password in the 'Input new password' box. Once the user has created a new password and retyped it in the 'Confirm new password' box, the user will then need to click the 'Submit' button.

Should the new password not meet the above-mentioned criteria, the user will receive an error message stating that there is an 'Error – the new password did not meet the needed criteria' and will require the user to complete the three steps again of entering the old password, the new password and confirming the new password.

4. All users are required to provide the answer to a security question so that if they ever forget their password, they can have the system prompt them for an answer to the question and it will allow them to enter into the system and change their password.

   The security questions that can be selected are as follows:

   1. What is your favorite color?
   2. What is your favorite hobby?
   3. What is your favorite sport?
   4. What is your father's middle name?
   5. What is your mother's maiden name?
   6. What is your pet's name?
   7. What was your first car?

MISSISSIPPI.gov
Please complete the fields below and select Submit when you are done. Providing this information will allow you to reset your Password in the future.
Security Question:
Please Select One
Your Answer:
Confirm Answer:
Please Select One
What is your favorite color?
What is your favorite hobby?
What is your favorite sport?
What is your father's middle name?
What is your mother's maiden name?
What is your pet's name?
What was your first car?

5. The user will want to select a question that they are most likely to always know what the correct answer should be. The user will then enter their answer in the 'Your answer' box. They will also need to enter the answer in the 'Confirm answer' box and click the 'Submit' button. The 'Your answer' response and the 'Confirm answer' response must exactly match; otherwise, the user will be required to reenter the responses for both boxes.

MISSISSIPPI.gov
Please complete the fields below and select Submit when you are done. Providing this information will allow you to reset your Password in the future.
Security Question:
What is your father's middle name?
Your Answer:
Confirm Answer:
Submit

6. Once the user has successfully responded to the security question, they will be prompted with the question and the logged response. The user may then click on the 'Continue' button and will be redirected to the ACE 'Welcome' page or the user may click on 'Exit' button and will be redirected to the State of Mississippi Portal Online Services page.

MISSISSIPPI.gov
Your Security Profile has been updated. If you forget your Password at any time, you will need your Security Answer in order to reset it.
Security Question: What is your father's middle name?
Your Answer: russell
Continue
Exit
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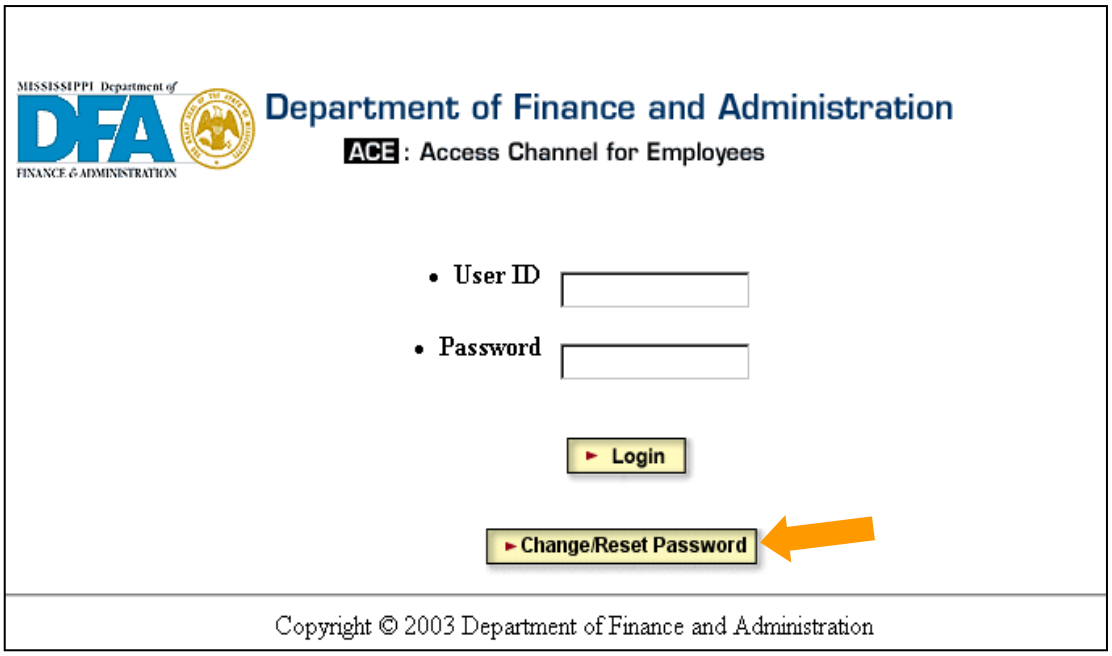
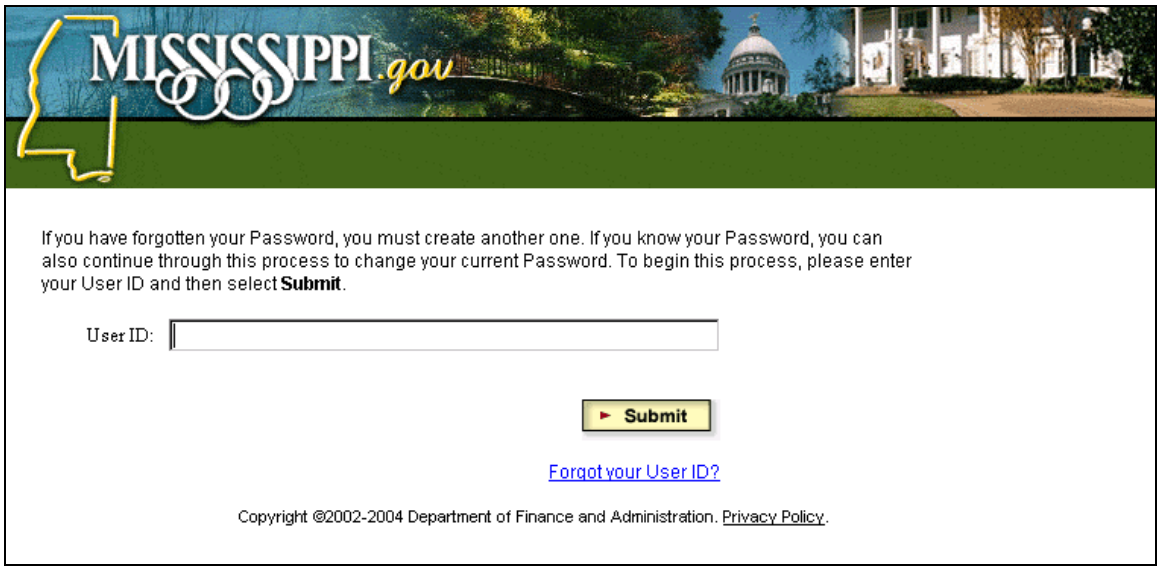
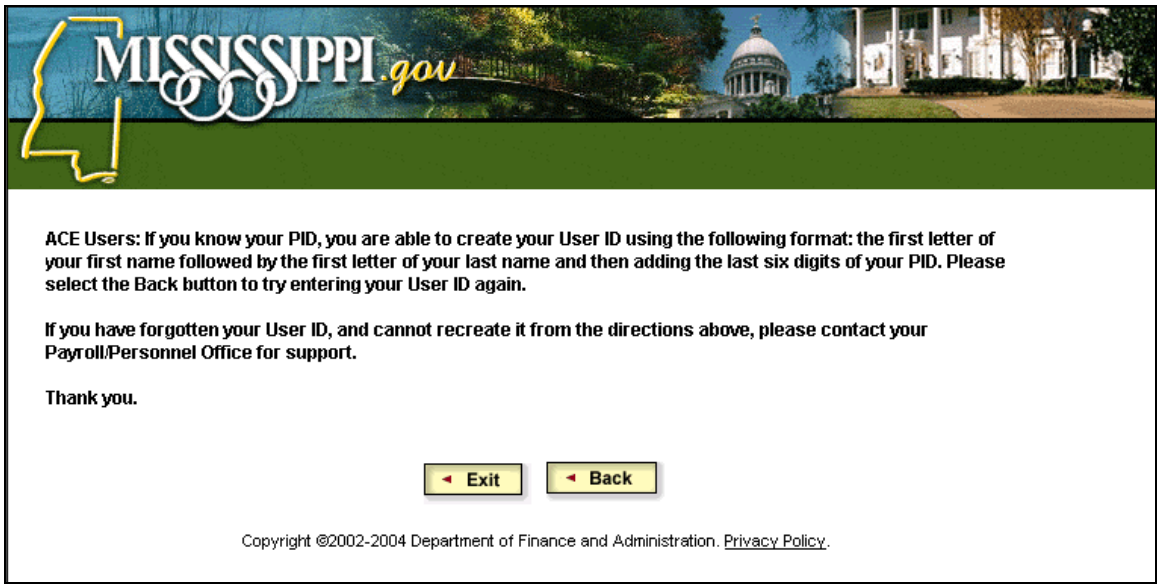
7. After completing the security question, in the future if the user forgets their password, they can prompt the security question by completing the next steps. Once the user is at the ACE login menu, they can select the 'Change/Reset Password' button.



8. The following screen will then appear. The user will then enter their User ID in the box and select the 'Submit' button.


MISSISSIPPI.gov
If you have forgotten your Password, you must create another one. If you know your Password, you can also continue through this process to change your current Password. To begin this process, please enter your User ID and then select Submit.
User ID:
Submit
Forgot your User ID?
Copyright ©2002-2004 Department of Finance and Administration. Privacy Policy.

9. If the user has also forgotten their User ID, they can select the reminder at the bottom of the screen 'Forgot your User ID?' and the following page will appear reminding the user of the User ID format. Selecting the 'Exit' button will take the user back to the State of Mississippi portal, www.ms.gov and selecting the 'Back' button will take the user back to the previous screen, where they can continue to login to the ACE system.


MISSISSIPPI.gov
ACE Users: If you know your PID, you are able to create your User ID using the following format: the first letter of your first name followed by the first letter of your last name and then adding the last six digits of your PID. Please select the Back button to try entering your User ID again.
If you have forgotten your User ID, and cannot recreate it from the directions above, please contact your Payroll/Personnel Office for support.
Thank you.
Exit
Back
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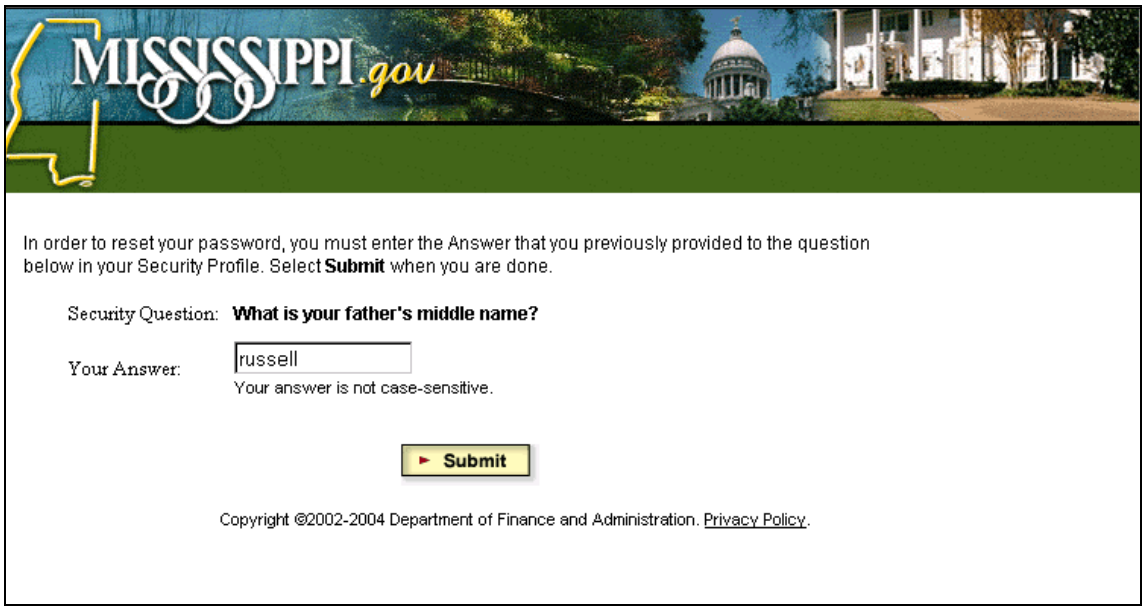
10. Upon a successful entry of the User ID, the user will then be asked to complete the security question for which they previously provided a response. The user will enter their previously provided answer in the 'Your Answer' box and then select the 'Submit' button.


MISSISSIPPI.gov
In order to reset your password, you must enter the Answer that you previously provided to the question below in your Security Profile. Select Submit when you are done.
Security Question: What is your father's middle name?
Your Answer: russell
Your answer is not case-sensitive.
Submit
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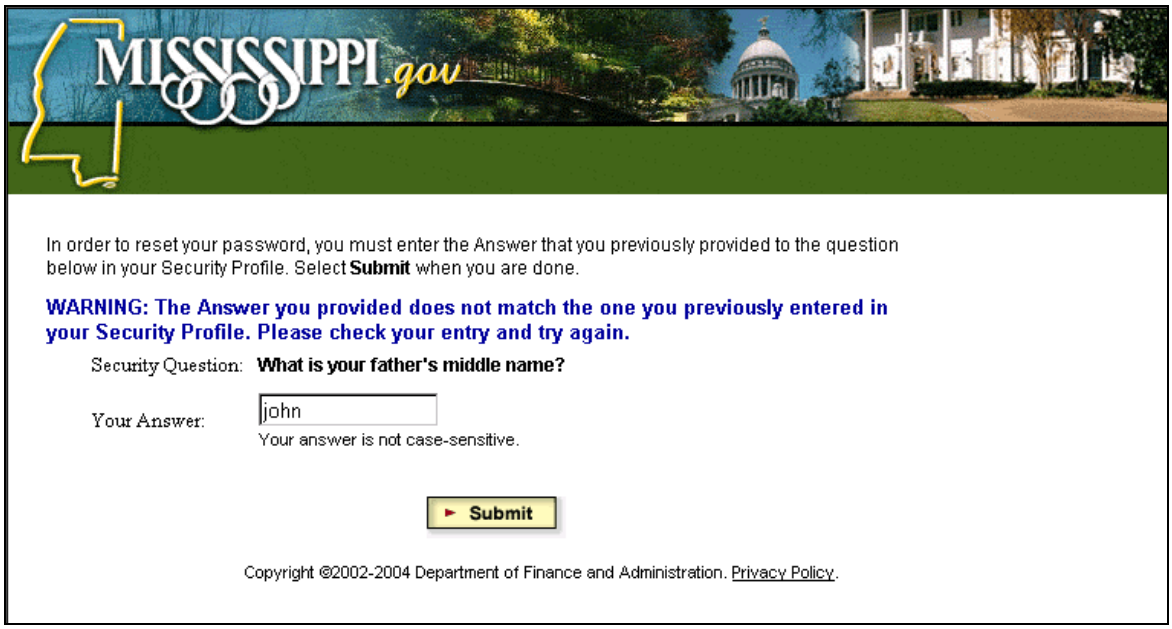
11. If the response provided by the user does not match the previously provided response, the user will receive the following warning.


MISSISSIPPI.gov
In order to reset your password, you must enter the Answer that you previously provided to the question below in your Security Profile. Select Submit when you are done.
WARNING: The Answer you provided does not match the one you previously entered in your Security Profile. Please check your entry and try again.
Security Question: What is your father's middle name?
Your Answer: john
Your answer is not case-sensitive.
Submit
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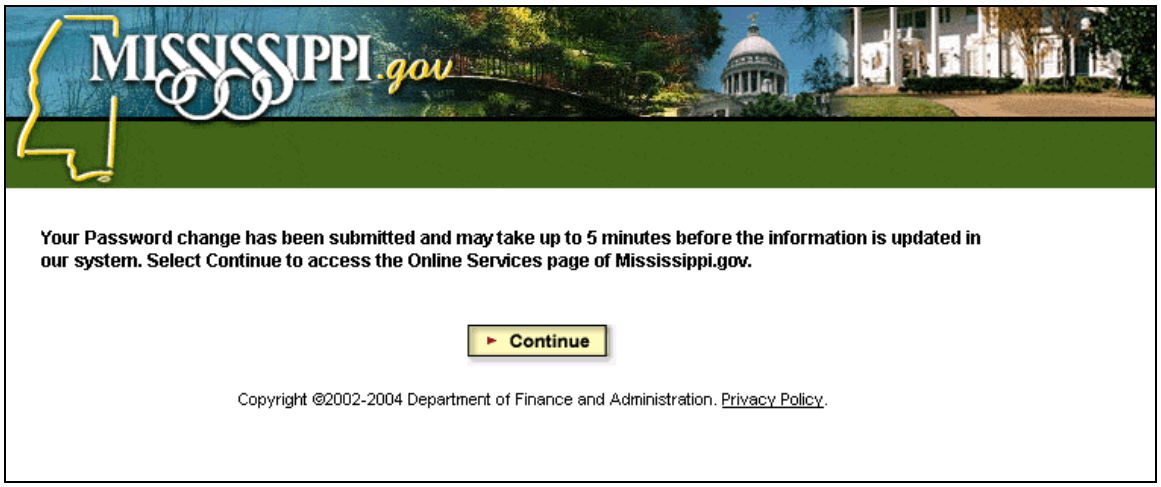
12. Once successfully logged in, the user will create a new password based on the following criteria: password must be at least six characters in length, must contain at least one number and one letter, and must be lowercase. They will enter their choice for a new password in the 'New password' box. Once the user has created a new password and retyped the 'New Password' exactly the same in the 'Confirm New Password' box, the user will then need to click the 'Submit' button.

Should the new password not meet the above-mentioned criteria, the user will receive an error message stating that there is an 'Error – the new password did not meet the needed criteria,' which will require the user to complete the two steps again of entering the new password and confirming the new password.

MISSISSIPPI.gov
Please enter a new Password and select Submit. Password format rules: Minimum of 6 characters; Must contain at least one alphanumeric and one numeric character; No character may be repeated three times in a row. Please make a note of your new Password for your records.
New Password:
Your Password is case-sensitive
Confirm New Password:
Cancel
Submit
Copyright © 2003 Mississippi Department of Information Technology Services

13. Once the user has successfully created a new password, the screen below will appear and the user will select the 'Continue' button to return to the MS.gov site. Once the user has reset their password, they will need to wait approximately five minutes so that the system can activate the new password.


MISSISSIPPI.gov
Your Password change has been submitted and may take up to 5 minutes before the information is updated in our system. Select Continue to access the Online Services page of Mississippi.gov.
Continue
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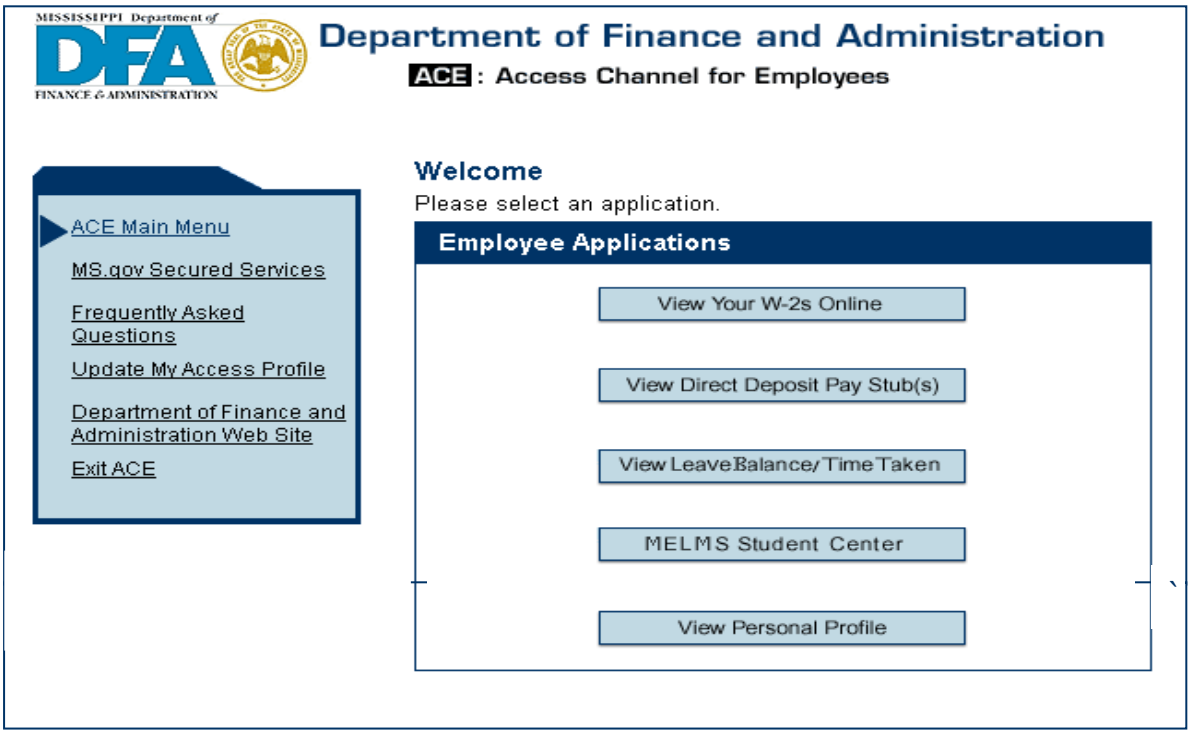
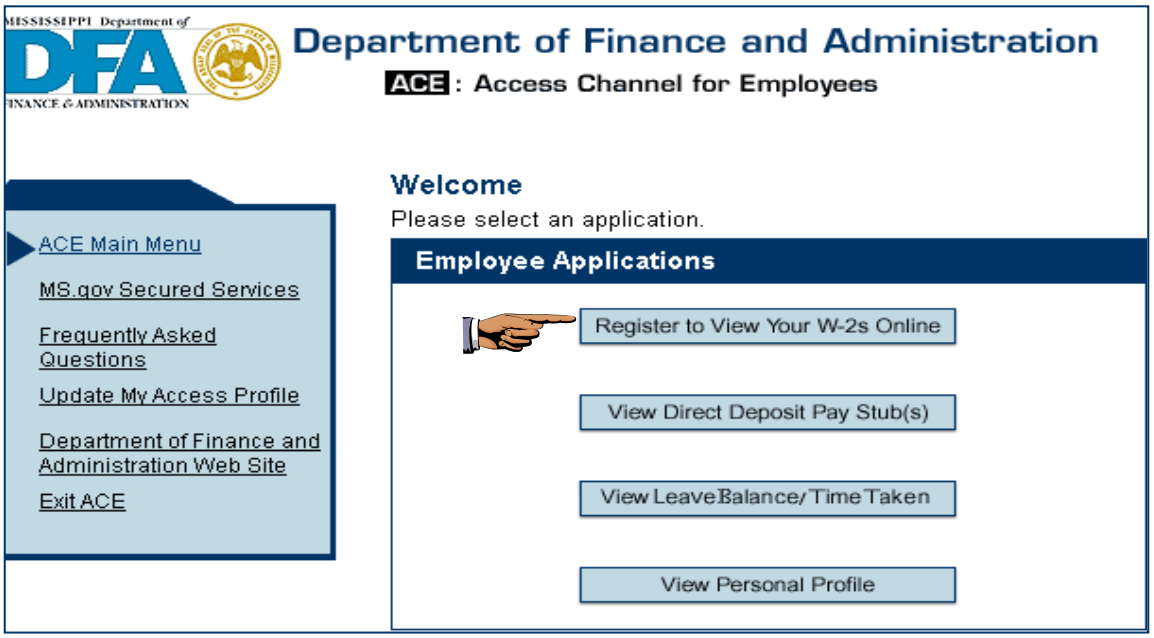
C. User Access to W-2s Instructions:

From the ACE Welcome page, the user has the option to select one of the Employee Applications to enter and view data, *i.e.,* W-2s, Direct Deposit Pay Stubs, Leave Balance/Time Taken, MELMS Student Center or Personal Profile.

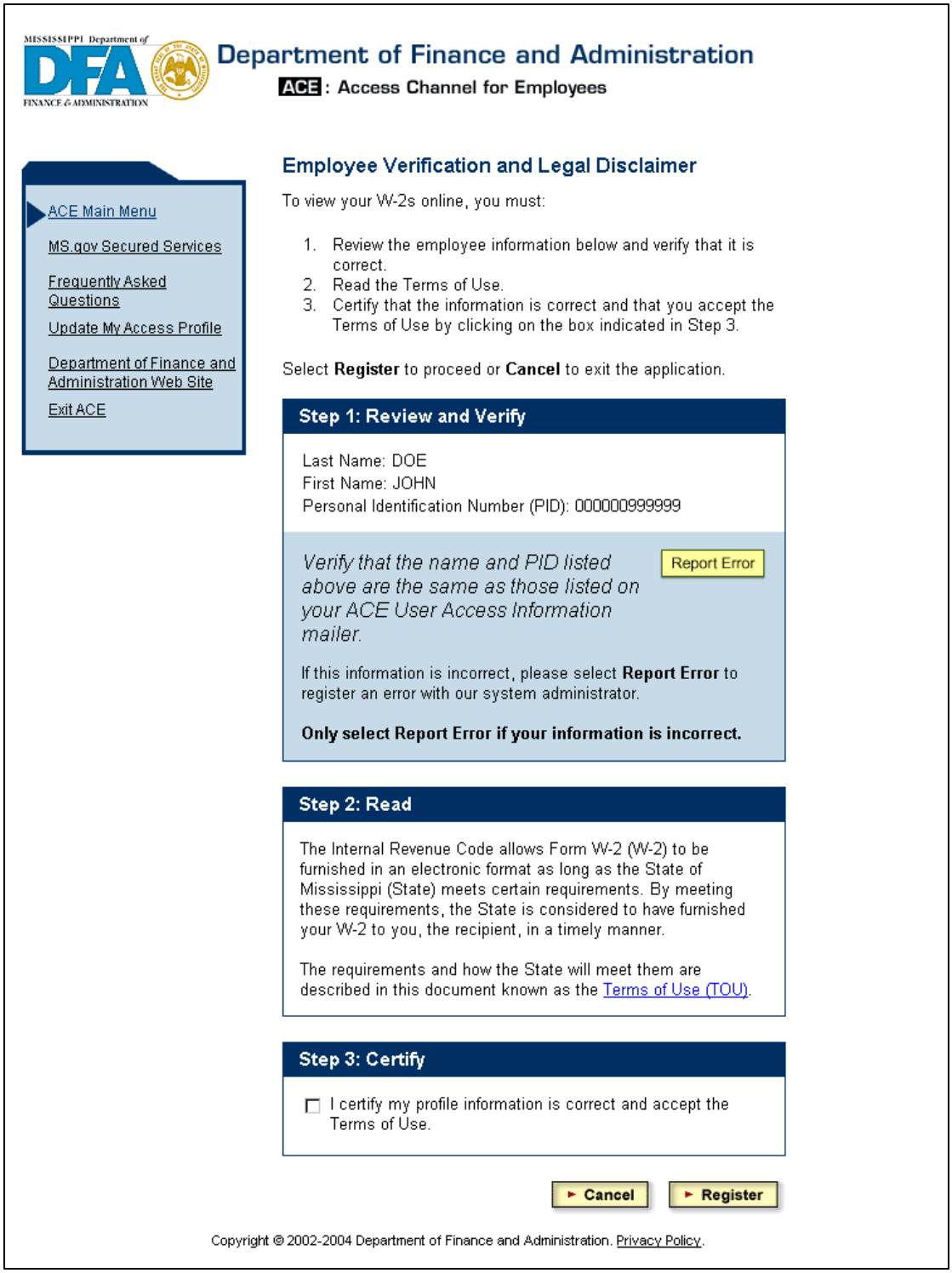


An ACE user who has not registered to view their W-2 via ACE will view the following screen with the Register to View Your W-2s Online option visible.



At this point, if the user chooses to register to view their W-2s via ACE, they will need to complete the following steps:

1. Select the 'Register to View Your W-2s Online' button from the 'Welcome' screen. The user will then be presented with the following screen and must follow Steps 1 – 3 listed on the screen to complete the process of registering.


Department of Finance and Administration
ACE: Access Channel for Employees
ACE Main Menu
MS.gov Secured Services
Frequently Asked Questions
Update My Access Profile
Department of Finance and Administration Web Site
Exit ACE
Employee Verification and Legal Disclaimer
To view your W-2s online, you must:
1. Review the employee information below and verify that it is correct.
2. Read the Terms of Use.
3. Certify that the information is correct and that you accept the Terms of Use by clicking on the box indicated in Step 3.
Select Register to proceed or Cancel to exit the application.
Step 1: Review and Verify
Last Name: DOE
First Name: JOHN
Personal Identification Number (PID): 000000999999
Verify that the name and PID listed above are the same as those listed on your ACE User Access Information mailer.
Report Error
If this information is incorrect, please select Report Error to register an error with our system administrator.
Only select Report Error if your information is incorrect.
Step 2: Read
The Internal Revenue Code allows Form W-2 (W-2) to be furnished in an electronic format as long as the State of Mississippi (State) meets certain requirements. By meeting these requirements, the State is considered to have furnished your W-2 to you, the recipient, in a timely manner.
The requirements and how the State will meet them are described in this document known as the Terms of Use (TOU).
Step 3: Certify
I certify my profile information is correct and accept the Terms of Use.
Cancel
Register
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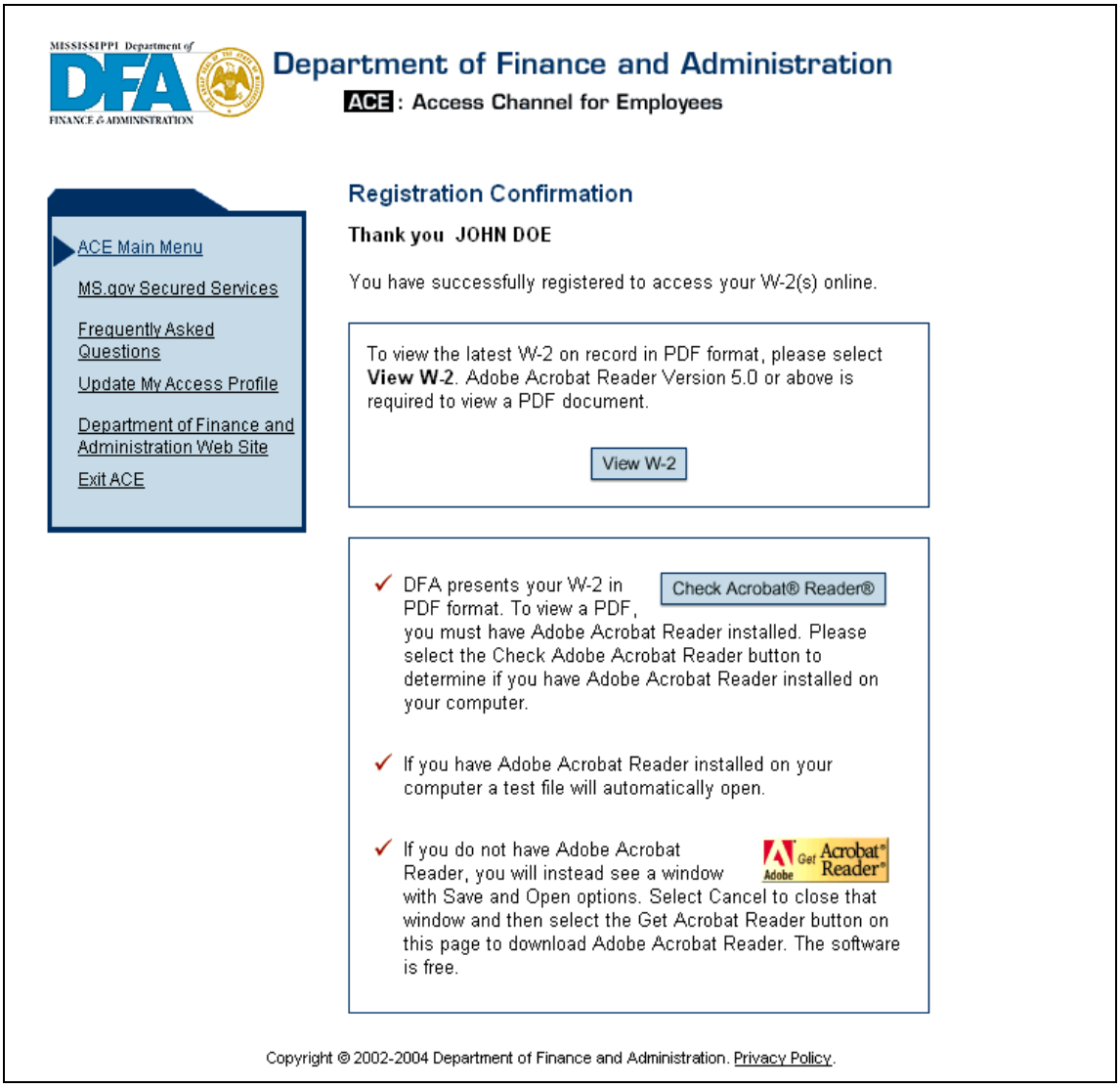
2. Select the 'Register' button.

3. The user will then be presented with the following screen confirming the registration process is complete.


Department of Finance and Administration
ACE: Access Channel for Employees
ACE Main Menu
MS.gov Secured Services
Frequently Asked Questions
Update My Access Profile
Department of Finance and Administration Web Site
Exit ACE
Registration Confirmation
Thank you JOHN DOE
You have successfully registered to access your W-2(s) online.
To view the latest W-2 on record in PDF format, please select View W-2. Adobe Acrobat Reader Version 5.0 or above is required to view a PDF document.
View W-2
DFA presents your W-2 in PDF format. To view a PDF, you must have Adobe Acrobat Reader installed. Please select the Check Adobe Acrobat Reader button to determine if you have Adobe Acrobat Reader installed on your computer.
Check Acrobat® Reader®
If you have Adobe Acrobat Reader installed on your computer a test file will automatically open.
If you do not have Adobe Acrobat Reader, you will instead see a window with Save and Open options. Select Cancel to close that window and then select the Get Acrobat Reader button on this page to download Adobe Acrobat Reader. The software is free.
Get Acrobat Reader
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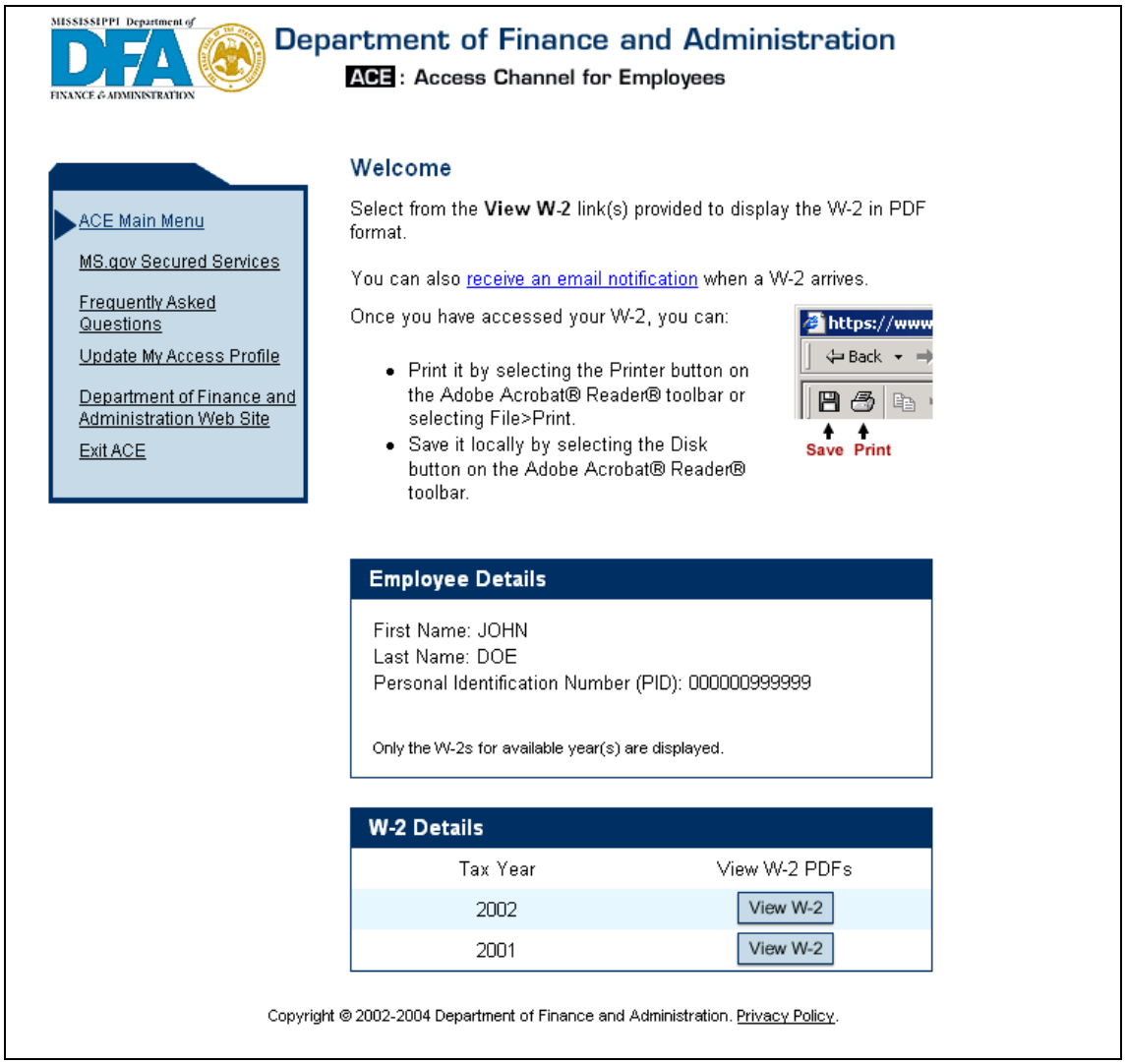
4. At that point, the user needs to select the 'Check Acrobat® Reader®' to determine if the user's machine has Adobe Acrobat Reader installed on their machine.

5. If Adobe Acrobat Reader is not installed and the user needs to download Adobe Acrobat Reader, the user will follow the instructions on the screen and download Adobe Acrobat Reader on their machine.

6. If the user cannot successfully load the Adobe Acrobat Reader to their machine, they will not be able to view their W-2.

7. The user then may select the 'View W-2' button and from there they will see the following screen which will list the years that W-2s are available for them to view.


Department of Finance and Administration
ACE: Access Channel for Employees
ACE Main Menu
MS.gov Secured Services
Frequently Asked Questions
Update My Access Profile
Department of Finance and Administration Web Site
Exit ACE
Welcome
Select from the View W-2 link(s) provided to display the W-2 in PDF format.
You can also receive an email notification when a W-2 arrives.
Once you have accessed your W-2, you can:
Print it by selecting the Printer button on the Adobe Acrobat® Reader® toolbar or selecting File>Print.
Save it locally by selecting the Disk button on the Adobe Acrobat® Reader® toolbar.
Back
Save
Print
Employee Details
First Name: JOHN
Last Name: DOE
Personal Identification Number (PID): 000000999999
Only the W-2s for available year(s) are displayed.
W-2 Details
Tax Year
View W-2 PDFs
2002
View W-2
2001
View W-2
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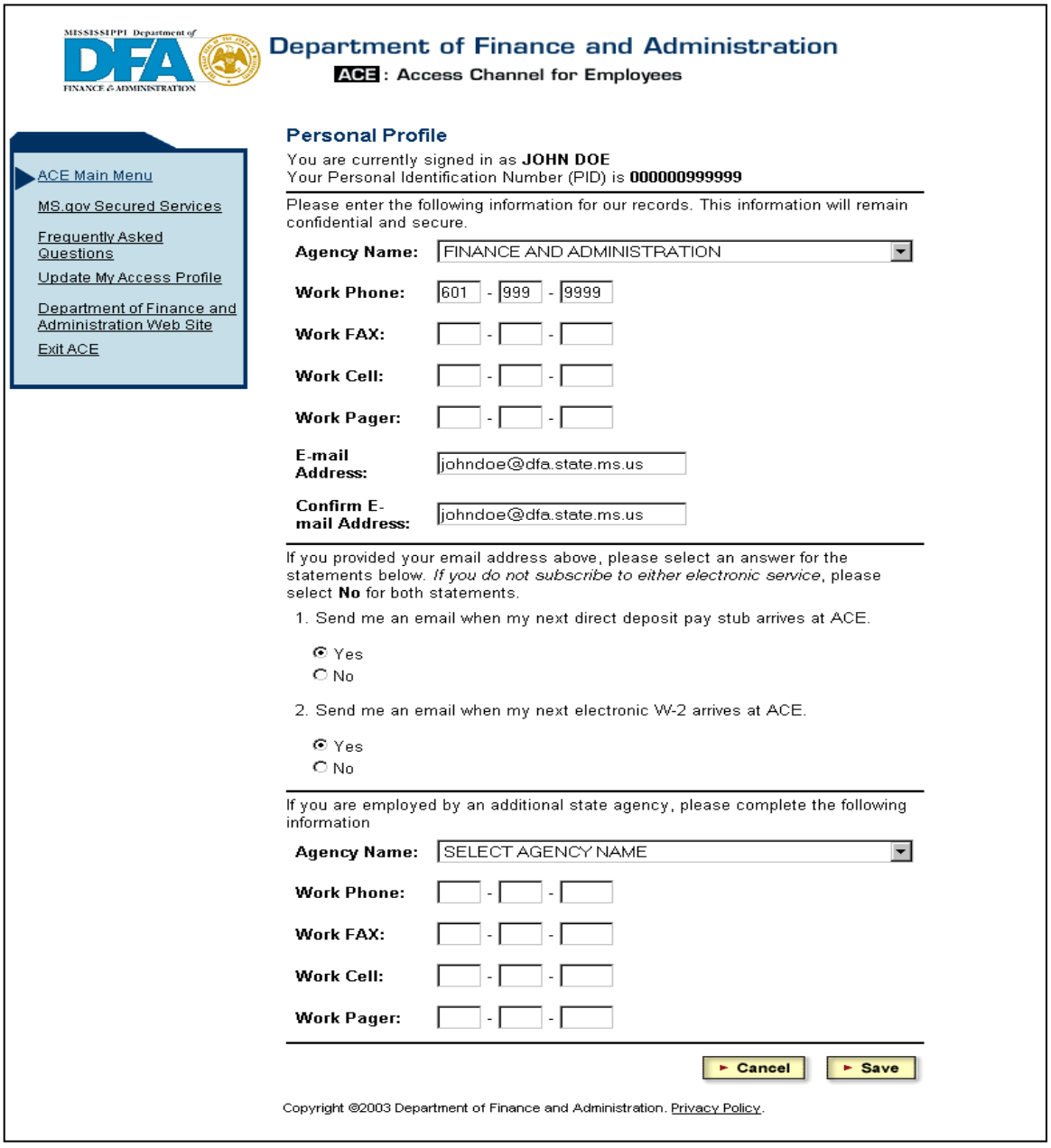
8. In addition, the user may elect to 'receive an email notification' when the W-2 file is loaded for the year.

9. By selecting this option, the user will be directed to the Personal Profile page. The Personal Profile application provides the user with the ability to choose to receive an email notification when a W-2 and/or an electronic pay stub has arrived at ACE for that user.


Department of Finance and Administration
ACE: Access Channel for Employees
ACE Main Menu
MS.gov Secured Services
Frequently Asked Questions
Update My Access Profile
Department of Finance and Administration Web Site
Exit ACE
Personal Profile
You are currently signed in as JOHN DOE
Your Personal Identification Number (PID) is 000000999999
Please enter the following information for our records. This information will remain confidential and secure.
Agency Name: FINANCE AND ADMINISTRATION
Work Phone: 601 - 999 - 9999
Work FAX:
Work Cell:
Work Pager:
E-mail Address: johndoe@dfa.state.ms.us
Confirm E-mail Address: johndoe@dfa.state.ms.us
If you provided your email address above, please select an answer for the statements below. If you do not subscribe to either electronic service, please select No for both statements.
1. Send me an email when my next direct deposit pay stub arrives at ACE.
Yes
No
2. Send me an email when my next electronic W-2 arrives at ACE.
Yes
No
If you are employed by an additional state agency, please complete the following information
Agency Name: SELECT AGENCY NAME
Work Phone:
Work FAX:
Work Cell:
Work Pager:
Cancel
Save
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10. The user should complete the following information: select the agency name from the drop down box, enter the user's email address and confirm the user's email address. Then complete questions 1 and 2 for receiving mail notifications for electronic W-2s or electronic pay stubs.

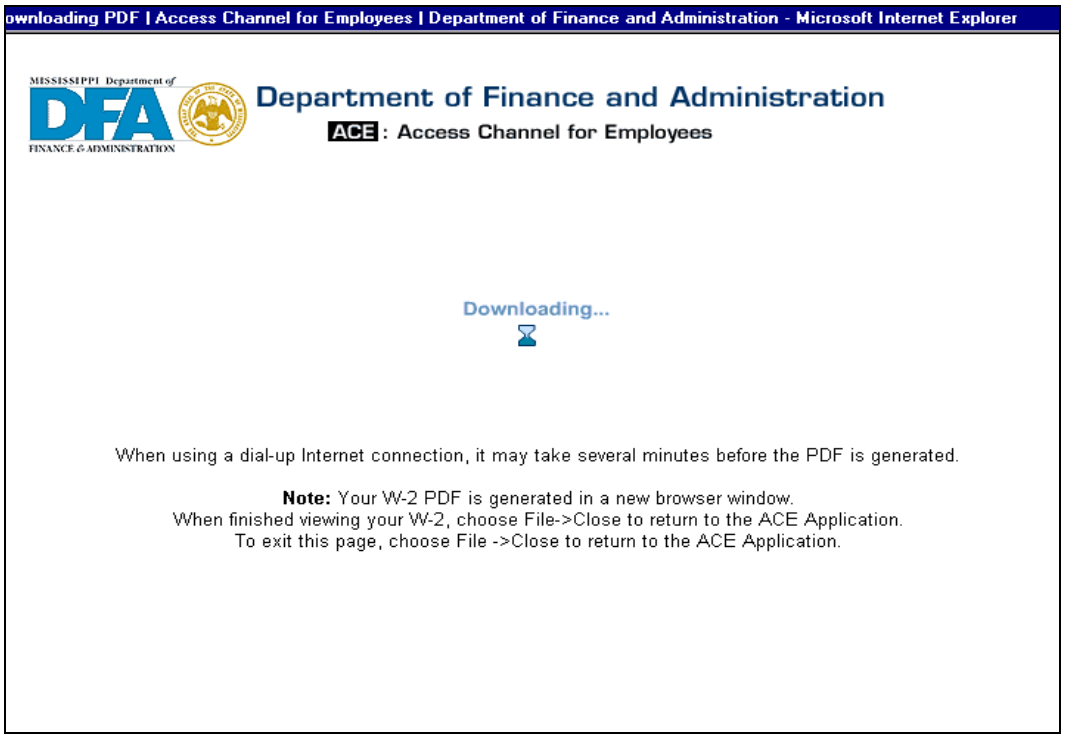
11. The user may also complete any of the other information as they want. Users are encouraged to complete the entire personal profile page. When entering the phone number, the user must complete the area code and the number and cannot use any alpha characters; otherwise, they will receive an error message.

12. Once the user is through, they will then need to select the 'Save' button, which will redirect them back to the W-2 page.

13. To view a W-2, the user will select the 'View W-2' button by the tax year.

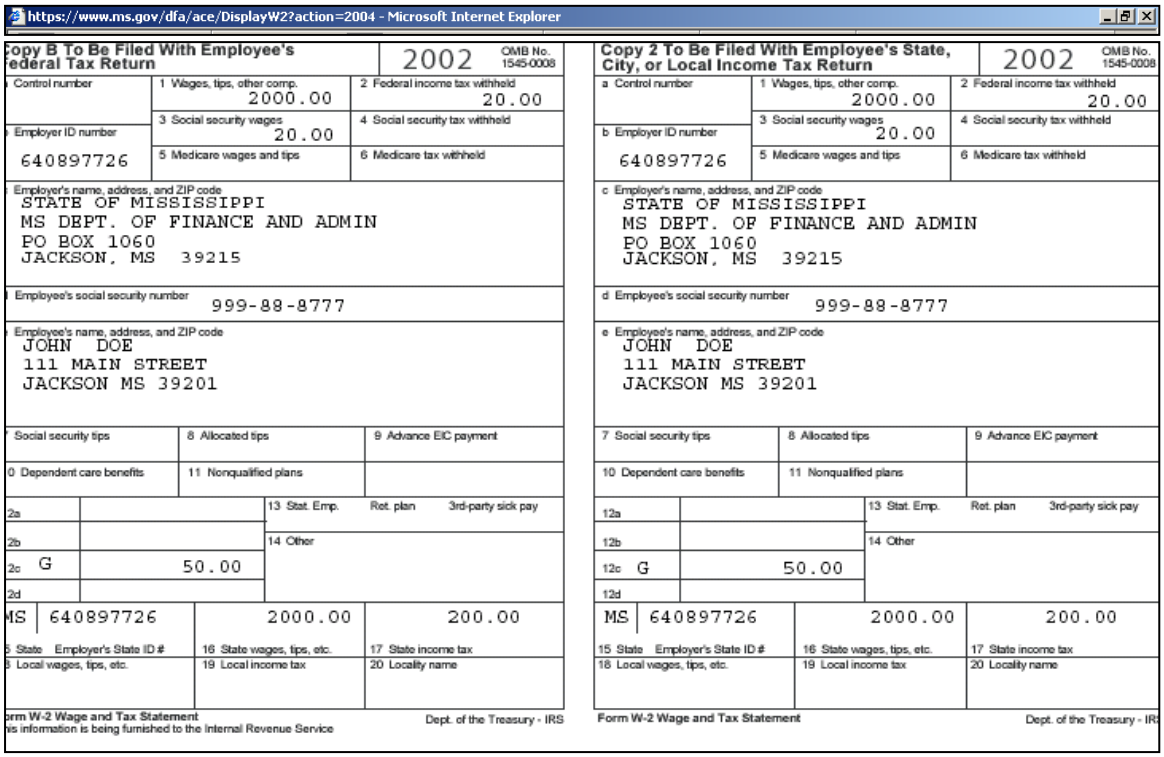
Department of Finance and Administration
ACE: Access Channel for Employees
ACE Main Menu
MS.gov Secured Services
Frequently Asked Questions
Update My Access Profile
Department of Finance and Administration Web Site
Exit ACE
Welcome
Select from the View W-2 link(s) provided to display the W-2 in PDF format.
You can also receive an email notification when a W-2 arrives.
Once you have accessed your W-2, you can:
Print it by selecting the Printer button on the Adobe Acrobat® Reader® toolbar or selecting File>Print.
Save it locally by selecting the Disk button on the Adobe Acrobat® Reader® toolbar.
https://www
Back
Save
Print
Employee Details
First Name: JOHN
Last Name: DOE
Personal Identification Number (PID): 000000999999
Only the W-2s for available year(s) are displayed.
W-2 Details
Tax Year
View W-2 PDFs
2002
View W-2
2001
View W-2
Copyright © 2002-2004 Department of Finance and Administration. Privacy Policy.

14. As the page is loading, the user will see the following message.


ownloading PDF | Access Channel for Employees | Department of Finance and Administration - Microsoft Internet Explorer
MISSISSIPPI Department of
DFA
FINANCE & ADMINISTRATION
Department of Finance and Administration
ACE: Access Channel for Employees
Downloading...
When using a dial-up Internet connection, it may take several minutes before the PDF is generated.
Note: Your W-2 PDF is generated in a new browser window.
When finished viewing your W-2, choose File->Close to return to the ACE Application.
To exit this page, choose File ->Close to return to the ACE Application.

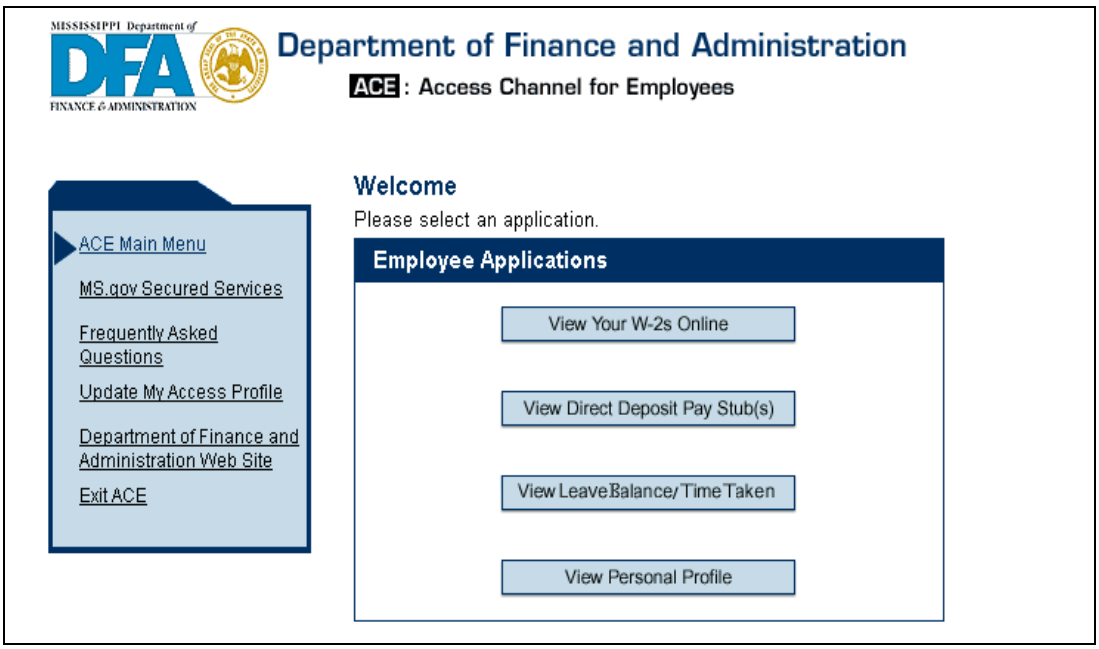
15. The user will then be presented with a separate page displaying the W-2 form for that the tax year.

16. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.


https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer
Copy B To Be Filed With Employee's Federal Tax Return
2002
OMB No. 1545-0008
Control number
1 Wages, tips, other comp. 2000.00
2 Federal income tax withheld 20.00
Employer ID number 640897726
3 Social security wages 20.00
4 Social security tax withheld
5 Medicare wages and tips
6 Medicare tax withheld
Employer's name, address, and ZIP code
STATE OF MISSISSIPPI
MS DEPT. OF FINANCE AND ADMIN
PO BOX 1060
JACKSON, MS 39215
Employee's social security number 999-88-8777
Employee's name, address, and ZIP code
JOHN DOE
111 MAIN STREET
JACKSON MS 39201
7 Social security tips
8 Allocated tips
9 Advance EIC payment
10 Dependent care benefits
11 Nonqualified plans
12a
12b
12c G 50.00
12d
13 Stat. Emp. Ret. plan 3rd-party sick pay
14 Other
MS 640897726 2000.00 200.00
15 State Employer's State ID #
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Form W-2 Wage and Tax Statement
Dept. of the Treasury - IRS
Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return
2002
OMB No. 1545-0008
a Control number
1 Wages, tips, other comp. 2000.00
2 Federal income tax withheld 20.00
b Employer ID number 640897726
3 Social security wages 20.00
4 Social security tax withheld
5 Medicare wages and tips
6 Medicare tax withheld
c Employer's name, address, and ZIP code
STATE OF MISSISSIPPI
MS DEPT. OF FINANCE AND ADMIN
PO BOX 1060
JACKSON, MS 39215
d Employee's social security number 999-88-8777
e Employee's name, address, and ZIP code
JOHN DOE
111 MAIN STREET
JACKSON MS 39201
7 Social security tips
8 Allocated tips
9 Advance EIC payment
10 Dependent care benefits
11 Nonqualified plans
12a
12b
12c G 50.00
12d
13 Stat. Emp. Ret. plan 3rd-party sick pay
14 Other
MS 640897726 2000.00 200.00
15 State Employer's State ID #
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Form W-2 Wage and Tax Statement
Dept. of the Treasury - IRS

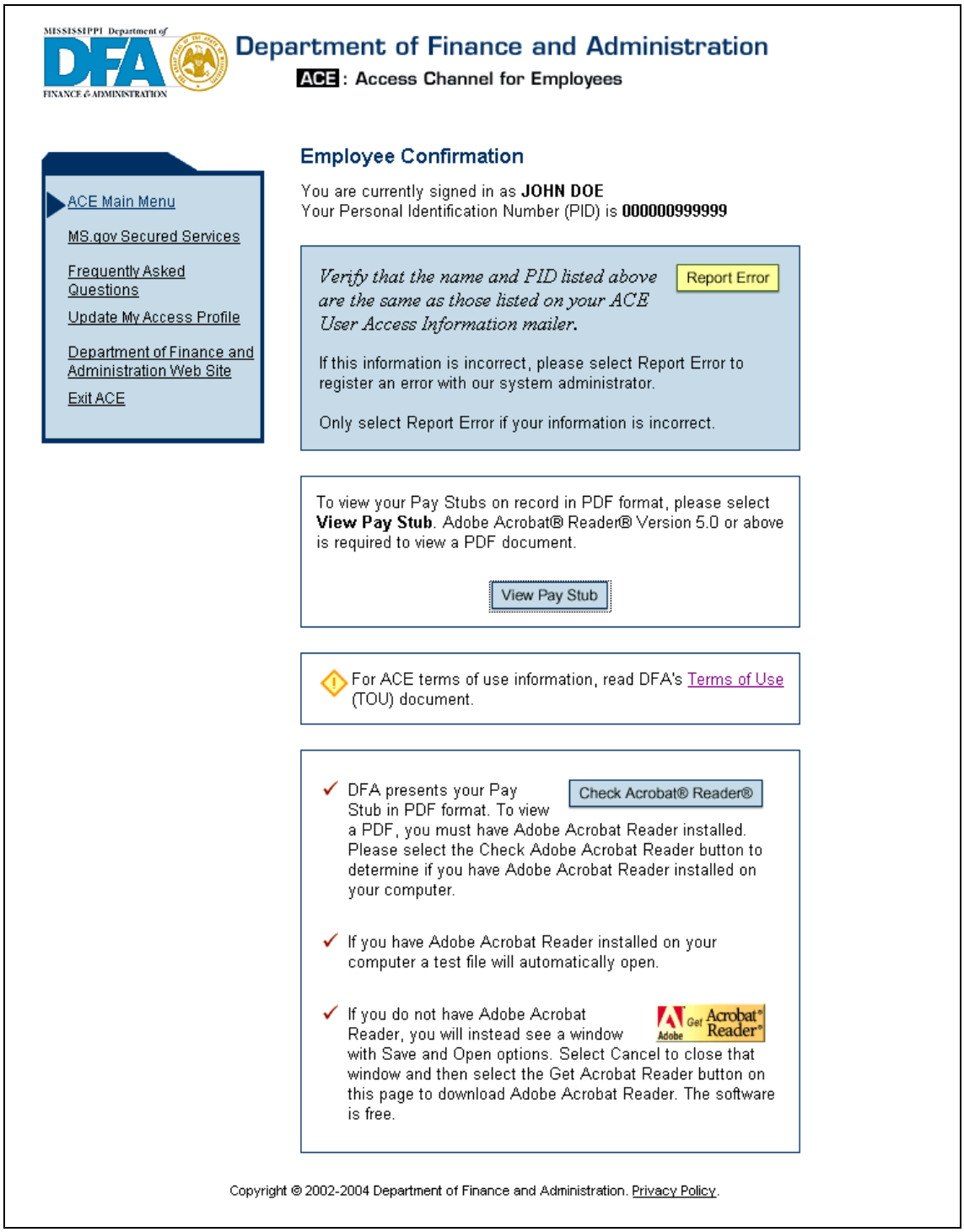
D. User Access to Pay Stub Instructions:

An ACE user who has registered to view their W-2s via ACE will be presented with the following screen.



1. While the user may select the 'View Direct Deposit Pay Stub(s)' button, the user must be on direct deposit via the payroll system for the system to create electronic pay stubs. Once an employee is set up for direct deposit through the payroll system, direct deposit pay stubs will automatically be provided electronically.

2. Once the user selects the 'View Direct Deposit Pay Stub(s)' button, the following screen will be shown.


MISSISSIPPI Department of
DFA
FINANCE & ADMINISTRATION
Department of Finance and Administration
ACE: Access Channel for Employees
ACE Main Menu
MS.gov Secured Services
Frequently Asked Questions
Update My Access Profile
Department of Finance and Administration Web Site
Exit ACE
Employee Confirmation
You are currently signed in as JOHN DOE
Your Personal Identification Number (PID) is 000000999999
Verify that the name and PID listed above are the same as those listed on your ACE User Access Information mailer.
Report Error
If this information is incorrect, please select Report Error to register an error with our system administrator.
Only select Report Error if your information is incorrect.
To view your Pay Stubs on record in PDF format, please select View Pay Stub. Adobe Acrobat® Reader® Version 5.0 or above is required to view a PDF document.
View Pay Stub
For ACE terms of use information, read DFA's Terms of Use (TOU) document.
DFA presents your Pay Stub in PDF format. To view a PDF, you must have Adobe Acrobat Reader installed. Please select the Check Adobe Acrobat Reader button to determine if you have Adobe Acrobat Reader installed on your computer.
Check Acrobat® Reader®
If you have Adobe Acrobat Reader installed on your computer a test file will automatically open.
If you do not have Adobe Acrobat Reader, you will instead see a window with Save and Open options. Select Cancel to close that window and then select the Get Acrobat Reader button on this page to download Adobe Acrobat Reader. The software is free.
Get Acrobat Reader
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3. At that point, the user needs to select the ‘Check Acrobat® Reader®’ to determine if the user’s machine has Adobe Acrobat Reader installed on their machine.

4. If Adobe Acrobat Reader is not installed and the user needs to download Adobe Acrobat Reader, the user will follow the instructions on the screen and download Adobe Acrobat Reader on their machine.

5. If the user cannot successfully load the Adobe Acrobat Reader to their machine, they will not be able to view their direct deposit pay stubs.

6. The user then may select the ‘View Pay Stub’ button, and from there they will see the following screen which will list the pay dates that pay stubs are available for them to view.

7. The user will be able to access the last 12 payments since they elected to receive pay stubs via ACE.

8. In addition, the user may elect to ‘receive an email notification’ when a Pay Stub or W2 is ready to view.

MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

Department of Finance and Administration

ACE: Access Channel for Employees

- ACE Main Menu
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- Department of Finance and Administration Web Site
- Exit ACE

Employee EFT Records

Select **View Pay Stub** to display the pay stub in PDF format.

You can also receive an email notification when a pay stub arrives.

Once you have accessed your pay stub, you can:

- Print it by selecting the Printer button on the Adobe Acrobat® Reader® toolbar or selecting File>Print.
- Save it locally by selecting the Disk button on the Adobe Acrobat® Reader® toolbar.

Employee Details:

First Name: JOHN
Last Name: DOE
Personal Identification Number (PID): 000000999999

- Pay Stub history is provided for a maximum of 12 months or 12 payments issued, which ever comes first.
- Pay Stub information may be available to view prior to the actual Pay Date.
  Funds will not be available in your bank account before the Pay Date.

Pay Stub Details:

Pay Date	Frequency	
2003-04-14	T	View Pay Stub
2003-03-31	M	View Pay Stub
2003-02-28	M	View Pay Stub
2003-01-31	M	View Pay Stub

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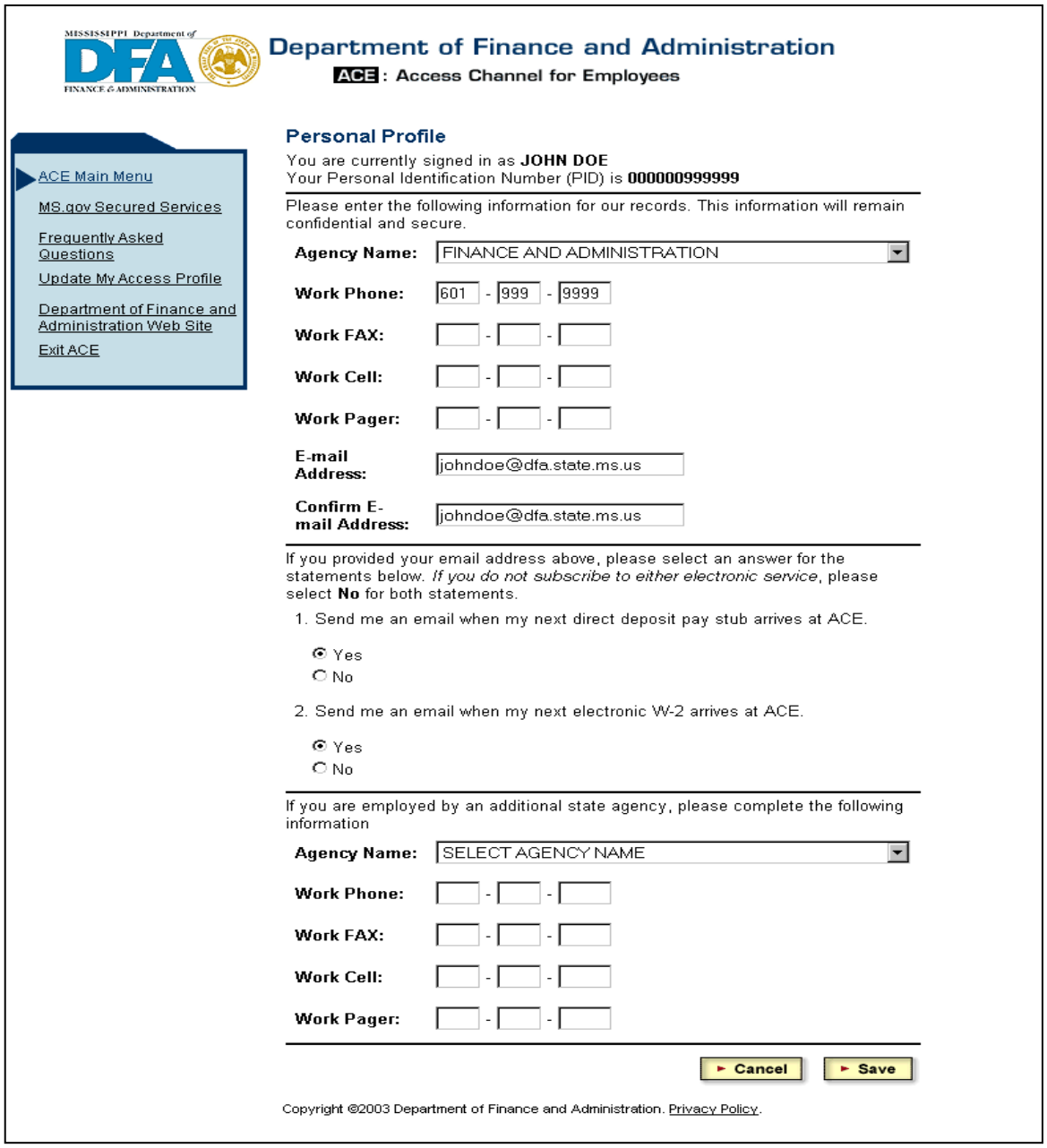
Department of Finance and Administration
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Personal Profile
You are currently signed in as JOHN DOE
Your Personal Identification Number (PID) is 000000999999
Please enter the following information for our records. This information will remain confidential and secure.
Agency Name: FINANCE AND ADMINISTRATION
Work Phone: 601 - 999 - 9999
Work FAX:
Work Cell:
Work Pager:
E-mail Address: johndoe@dfa.state.ms.us
Confirm E-mail Address: johndoe@dfa.state.ms.us
If you provided your email address above, please select an answer for the statements below. If you do not subscribe to either electronic service, please select No for both statements.
1. Send me an email when my next direct deposit pay stub arrives at ACE.
Yes
No
2. Send me an email when my next electronic W-2 arrives at ACE.
Yes
No
If you are employed by an additional state agency, please complete the following information
Agency Name: SELECT AGENCY NAME
Work Phone:
Work FAX:
Work Cell:
Work Pager:
Cancel
Save
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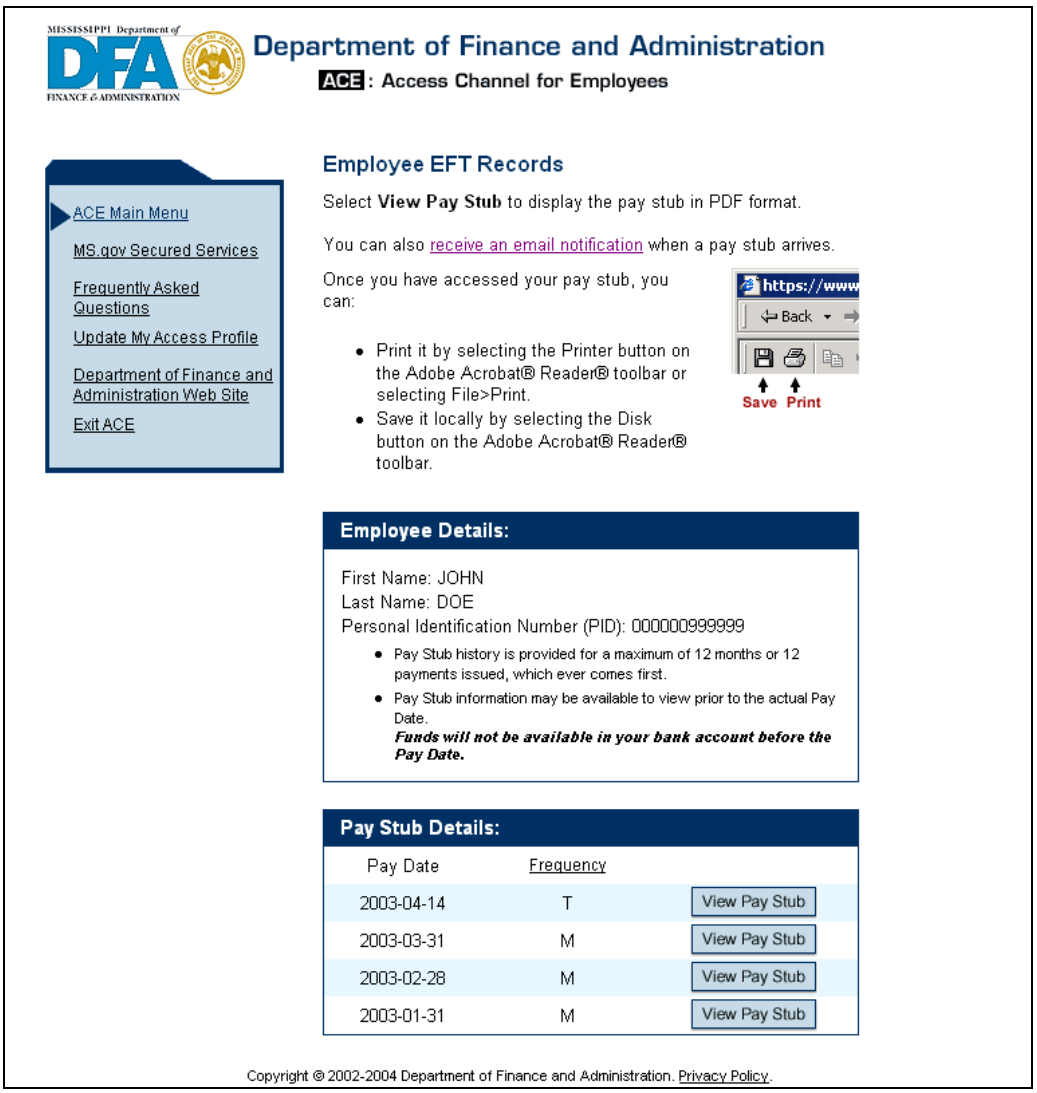
9. By selecting this option, the user will be taken to the Personal Profile page. The Personal Profile application provides the user with the ability to receive an email notification when a W-2 and/or electronic pay stub has arrived at ACE for that user.

10. Enter the following information:
    - The Agency Name from the drop down box
    - The user's E-mail Address and re-enter the e-mail address to confirm
    - Complete questions 1 and 2 in relation to whether or not they want to receive email notifications for electronic W-2s and/or electronic pay stubs

11. The user may also complete any of the other information as they wish.

12. Click the 'Save' button. The user will be redirected to the Employee EFT Records page.

13. By selecting the 'View Pay Stub' button by the pay date, the user will then be presented with a separate page depicting the pay stub form for that pay date. Please be aware of the information contained in the Employee Details box below which states that the "*Funds will not be available in your bank account before the Pay Date.*"


Department of Finance and Administration
ACE: Access Channel for Employees
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Update My Access Profile
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Exit ACE
Employee EFT Records
Select View Pay Stub to display the pay stub in PDF format.
You can also receive an email notification when a pay stub arrives.
Once you have accessed your pay stub, you can:
Print it by selecting the Printer button on the Adobe Acrobat® Reader® toolbar or selecting File>Print.
Save it locally by selecting the Disk button on the Adobe Acrobat® Reader® toolbar.
Save
Print
Employee Details:
First Name: JOHN
Last Name: DOE
Personal Identification Number (PID): 000000999999
Pay Stub history is provided for a maximum of 12 months or 12 payments issued, which ever comes first.
Pay Stub information may be available to view prior to the actual Pay Date.
Funds will not be available in your bank account before the Pay Date.
Pay Stub Details:
Pay Date
Frequency
2003-04-14 T View Pay Stub
2003-03-31 M View Pay Stub
2003-02-28 M View Pay Stub
2003-01-31 M View Pay Stub
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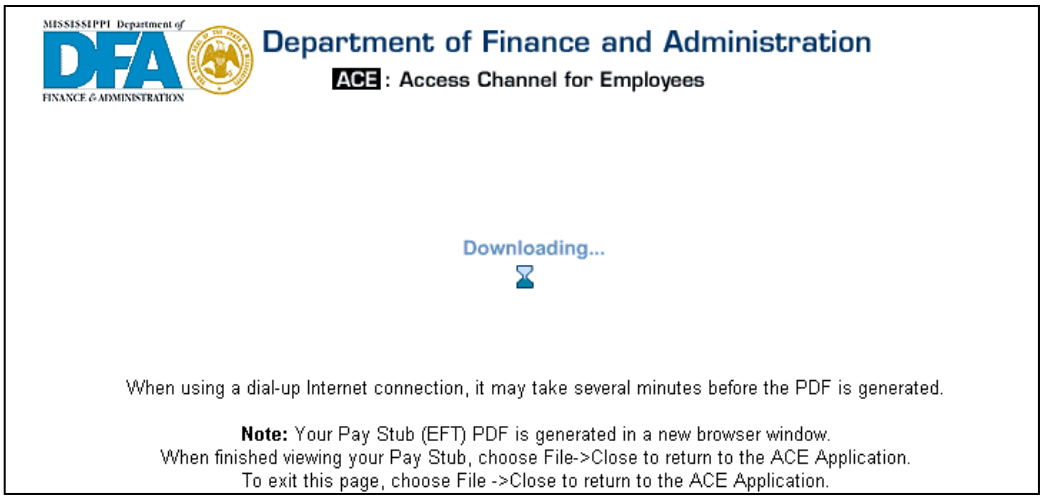
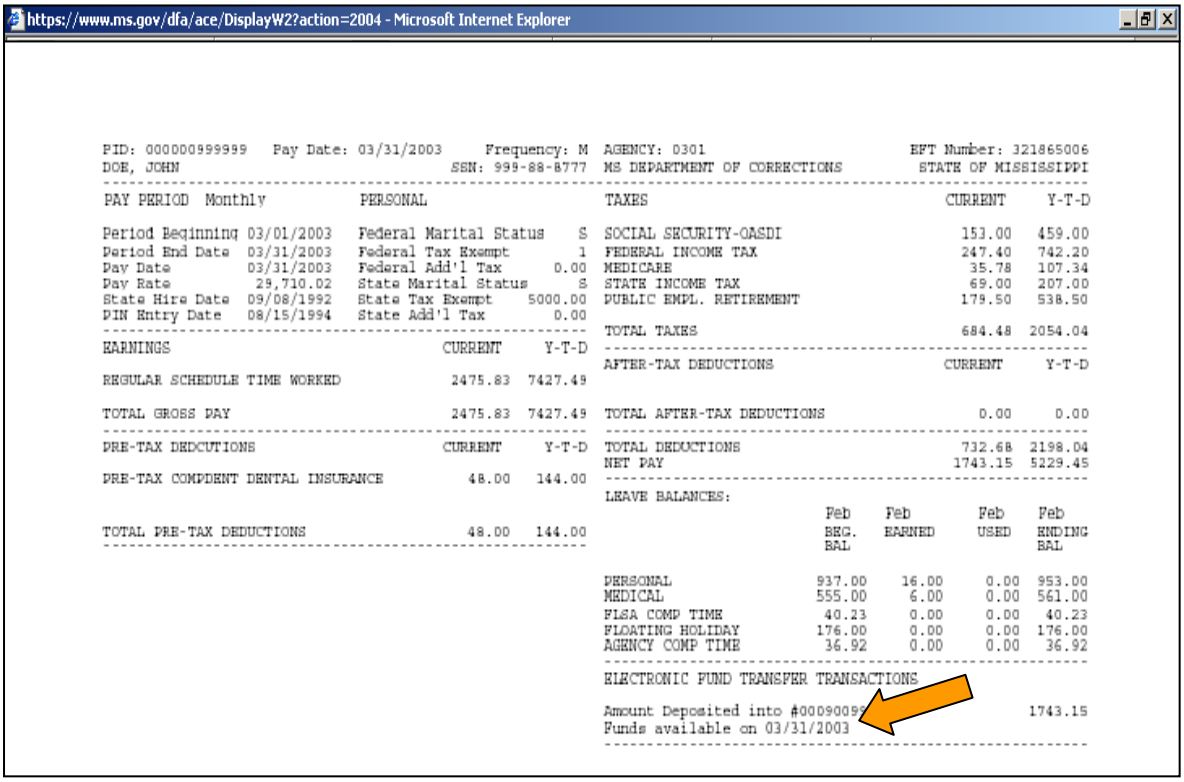
14. As the page is loading, the user will see the following message.


MISSISSIPPI Department of
DFA
FINANCE & ADMINISTRATION
Department of Finance and Administration
ACE: Access Channel for Employees
Downloading...
When using a dial-up Internet connection, it may take several minutes before the PDF is generated.
Note: Your Pay Stub (EFT) PDF is generated in a new browser window.
When finished viewing your Pay Stub, choose File->Close to return to the ACE Application.
To exit this page, choose File ->Close to return to the ACE Application.

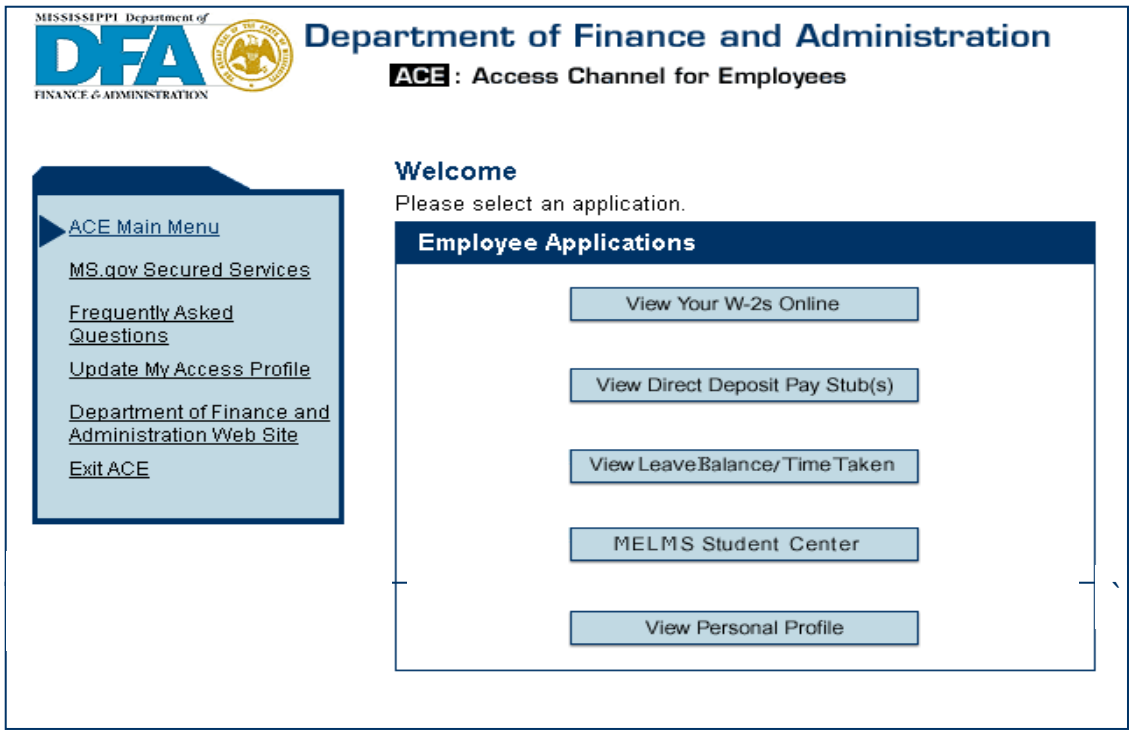
15. The user will then be presented with a separate page depicting the pay stub for that pay date. The Pay Date is the day the funds will be available for the employee in their bank account.


https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer
PID: 000000999999 Pay Date: 03/31/2003 Frequency: M
DOE, JOHN SSN: 999-88-8777
AGENCY: 0301 EFT Number: 321865006
MS DEPARTMENT OF CORRECTIONS STATE OF MISSISSIPPI
PAY PERIOD Monthly
Period Beginning 03/01/2003
Period End Date 03/31/2003
Pay Date 03/31/2003
Pay Rate 29,710.02
State Hire Date 09/08/1992
PIN Entry Date 08/15/1994
PERSONAL
Federal Marital Status S
Federal Tax Exempt 1
Federal Add'l Tax 0.00
State Marital Status S
State Tax Exempt 5000.00
State Add'l Tax 0.00
EARNINGS CURRENT Y-T-D
REGULAR SCHEDULE TIME WORKED 2475.83 7427.49
TOTAL GROSS PAY 2475.83 7427.49
PRE-TAX DEDCUTIONS CURRENT Y-T-D
PRE-TAX COMPDENT DENTAL INSURANCE 48.00 144.00
TOTAL PRE-TAX DEDUCTIONS 48.00 144.00
TAXES CURRENT Y-T-D
SOCIAL SECURITY-OASDI 153.00 459.00
FEDERAL INCOME TAX 247.40 742.20
MEDICARE 35.78 107.34
STATE INCOME TAX 69.00 207.00
PUBLIC EMPL. RETIREMENT 179.50 538.50
TOTAL TAXES 684.48 2054.04
AFTER-TAX DEDUCTIONS CURRENT Y-T-D
TOTAL AFTER-TAX DEDUCTIONS 0.00 0.00
TOTAL DEDUCTIONS 732.68 2198.04
NET PAY 1743.15 5229.45
LEAVE BALANCES:
Feb BEG. BAL
Feb EARNED
Feb USED
Feb ENDING BAL
PERSONAL 937.00 16.00 0.00 953.00
MEDICAL 555.00 6.00 0.00 561.00
FLSA COMP TIME 40.23 0.00 0.00 40.23
FLOATING HOLIDAY 176.00 0.00 0.00 176.00
AGENCY COMP TIME 36.92 0.00 0.00 36.92
ELECTRONIC FUND TRANSFER TRANSACTIONS
Amount Deposited into #00090099 1743.15
Funds available on 03/31/2003

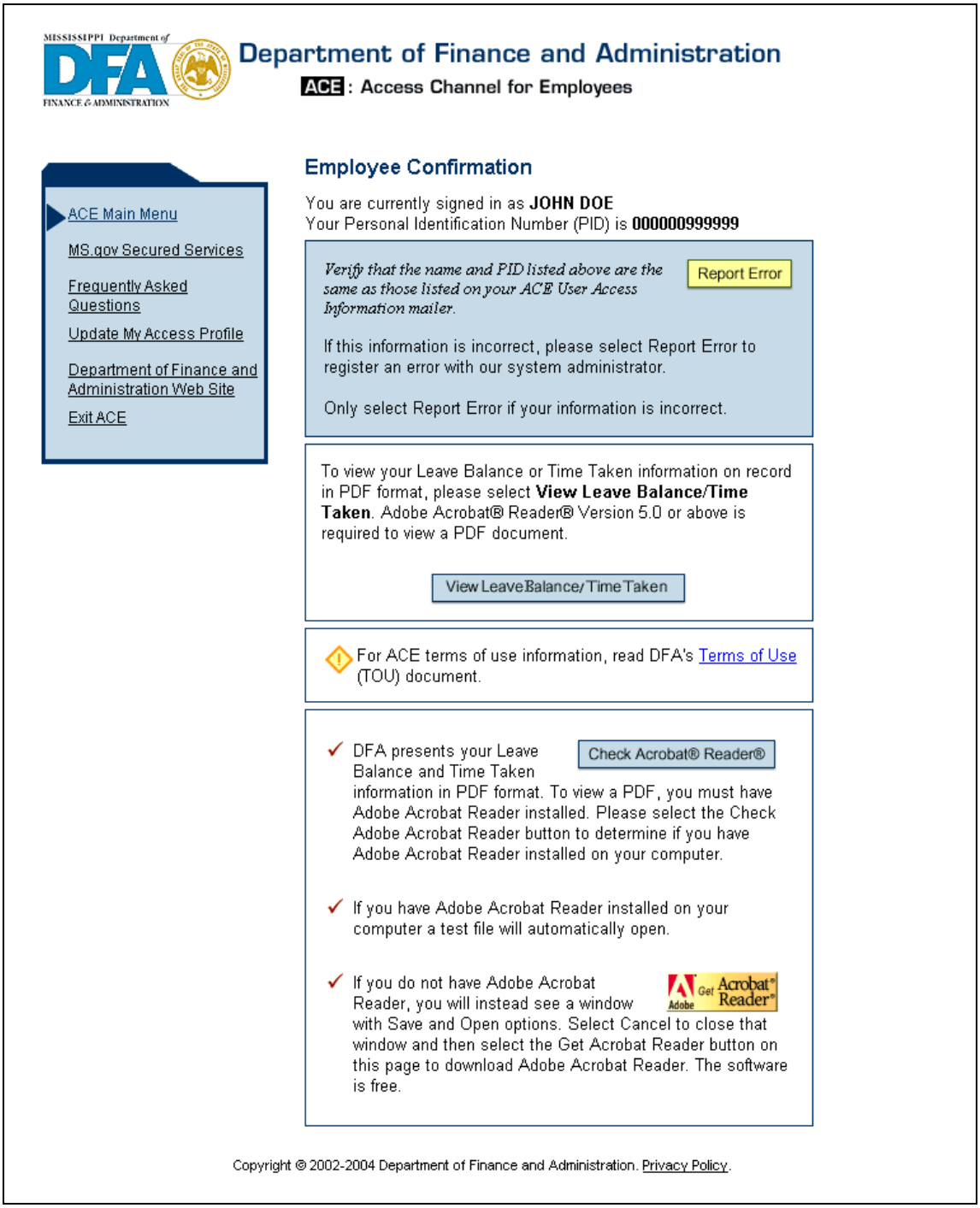
16. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.

E. User Access to Leave Balance/Time Taken Instructions:

An ACE user who has registered to view their W-2s via ACE will be presented with the following screen.



1. Click on View Leave Balance/Time Taken. The following screen will be shown:


Department of Finance and Administration
ACE: Access Channel for Employees
ACE Main Menu
MS.gov Secured Services
Frequently Asked Questions
Update My Access Profile
Department of Finance and Administration Web Site
Exit ACE
Employee Confirmation
You are currently signed in as JOHN DOE
Your Personal Identification Number (PID) is 000000999999
Verify that the name and PID listed above are the same as those listed on your ACE User Access Information mailer.
Report Error
If this information is incorrect, please select Report Error to register an error with our system administrator.
Only select Report Error if your information is incorrect.
To view your Leave Balance or Time Taken information on record in PDF format, please select View Leave Balance/Time Taken. Adobe Acrobat® Reader® Version 5.0 or above is required to view a PDF document.
View Leave Balance/Time Taken
For ACE terms of use information, read DFA's Terms of Use (TOU) document.
DFA presents your Leave Balance and Time Taken information in PDF format. To view a PDF, you must have Adobe Acrobat Reader installed. Please select the Check Adobe Acrobat Reader button to determine if you have Adobe Acrobat Reader installed on your computer.
Check Acrobat® Reader®
If you have Adobe Acrobat Reader installed on your computer a test file will automatically open.
If you do not have Adobe Acrobat Reader, you will instead see a window with Save and Open options. Select Cancel to close that window and then select the Get Acrobat Reader button on this page to download Adobe Acrobat Reader. The software is free.
Get Acrobat Reader
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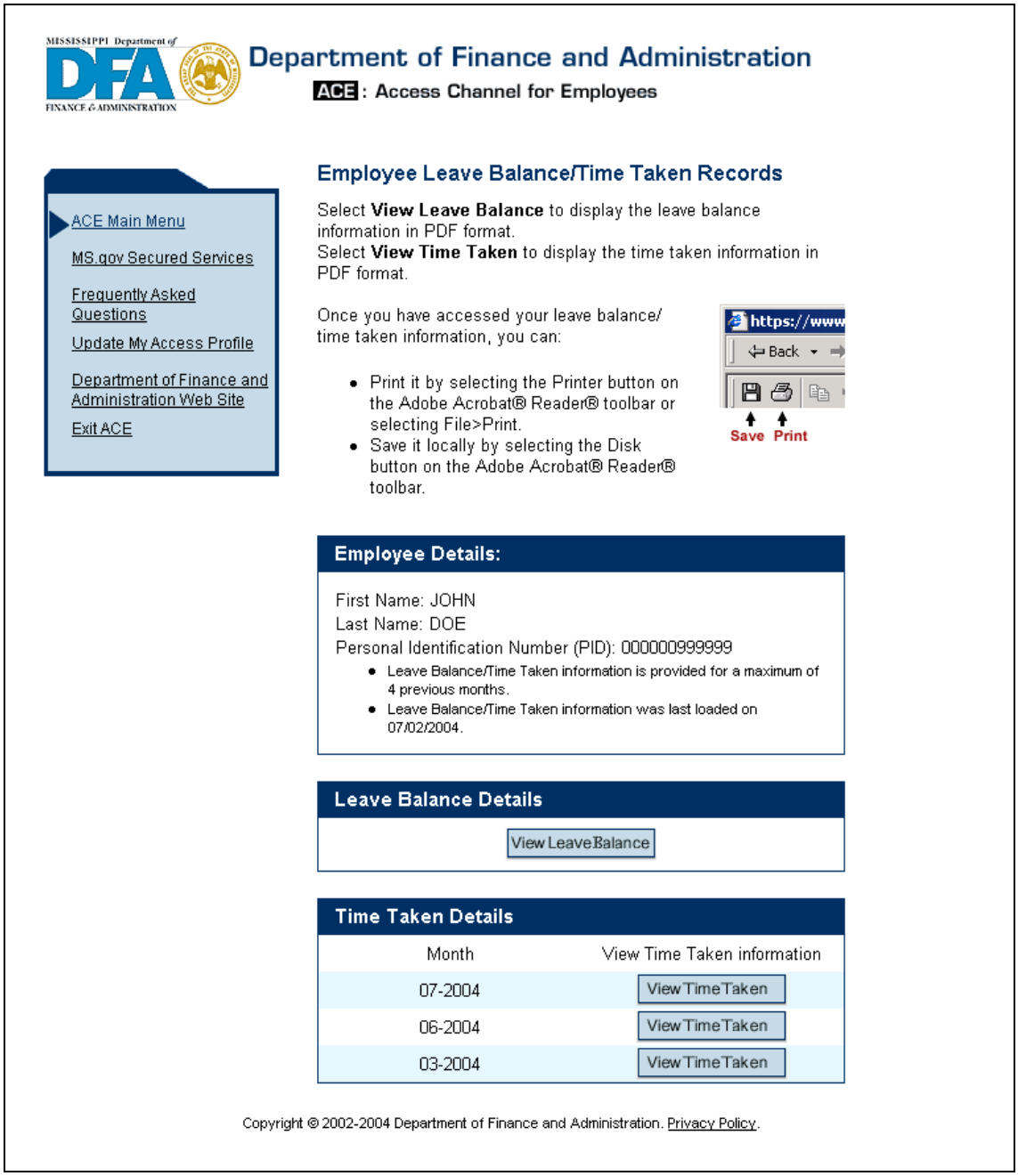
2. At that point, the user needs to select the 'Check Acrobat® Reader®' to determine if the user's machine has Adobe Acrobat Reader installed on their machine.

3. If Adobe Acrobat Reader is not installed and the user needs to download Adobe Acrobat Reader, the user will follow the instructions on the screen and download Adobe Acrobat Reader on their machine.

4. If the user cannot successfully load the Adobe Acrobat Reader to their machine, they will not be able to view their leave balances.

5. The user then may select the 'View Leave Balance/Time Taken' button, and from there they will see the following screen that will allow them to access their Leave Balance or Time Taken Details.


Department of Finance and Administration
ACE: Access Channel for Employees
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Frequently Asked Questions
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Department of Finance and Administration Web Site
Exit ACE
Employee Leave Balance/Time Taken Records
Select View Leave Balance to display the leave balance information in PDF format.
Select View Time Taken to display the time taken information in PDF format.
Once you have accessed your leave balance/ time taken information, you can:
Print it by selecting the Printer button on the Adobe Acrobat® Reader® toolbar or selecting File>Print.
Save it locally by selecting the Disk button on the Adobe Acrobat® Reader® toolbar.
Back
Save
Print
Employee Details:
First Name: JOHN
Last Name: DOE
Personal Identification Number (PID): 000000999999
Leave Balance/Time Taken information is provided for a maximum of 4 previous months.
Leave Balance/Time Taken information was last loaded on 07/02/2004.
Leave Balance Details
View Leave Balance
Time Taken Details
Month
View Time Taken information
07-2004
View Time Taken
06-2004
View Time Taken
03-2004
View Time Taken
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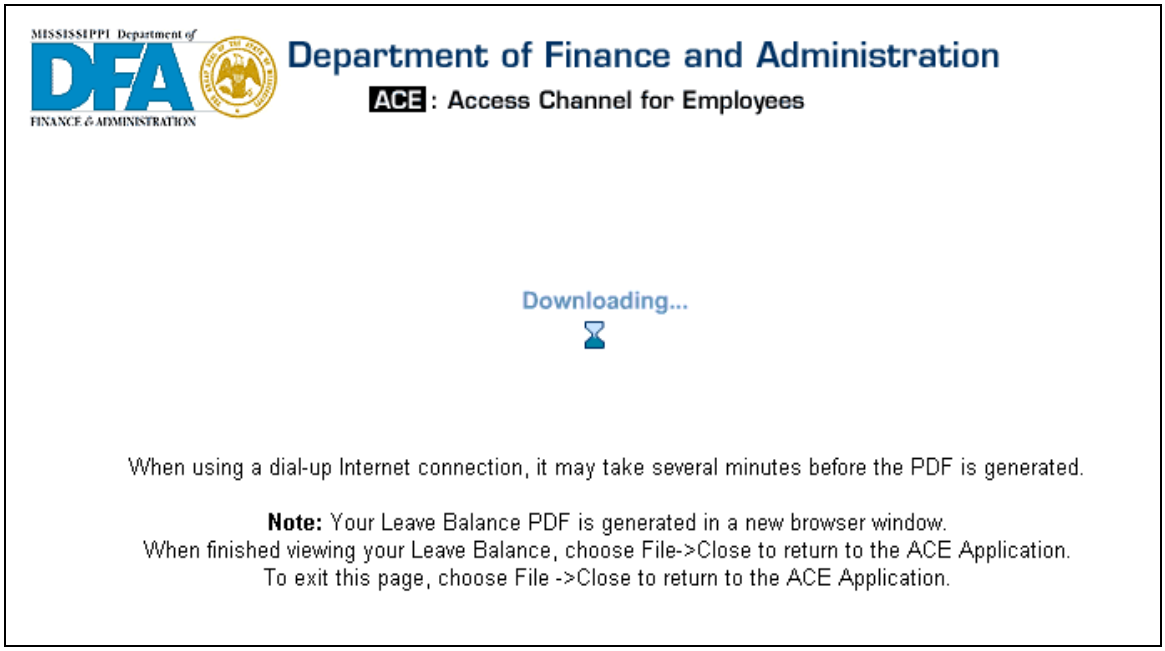
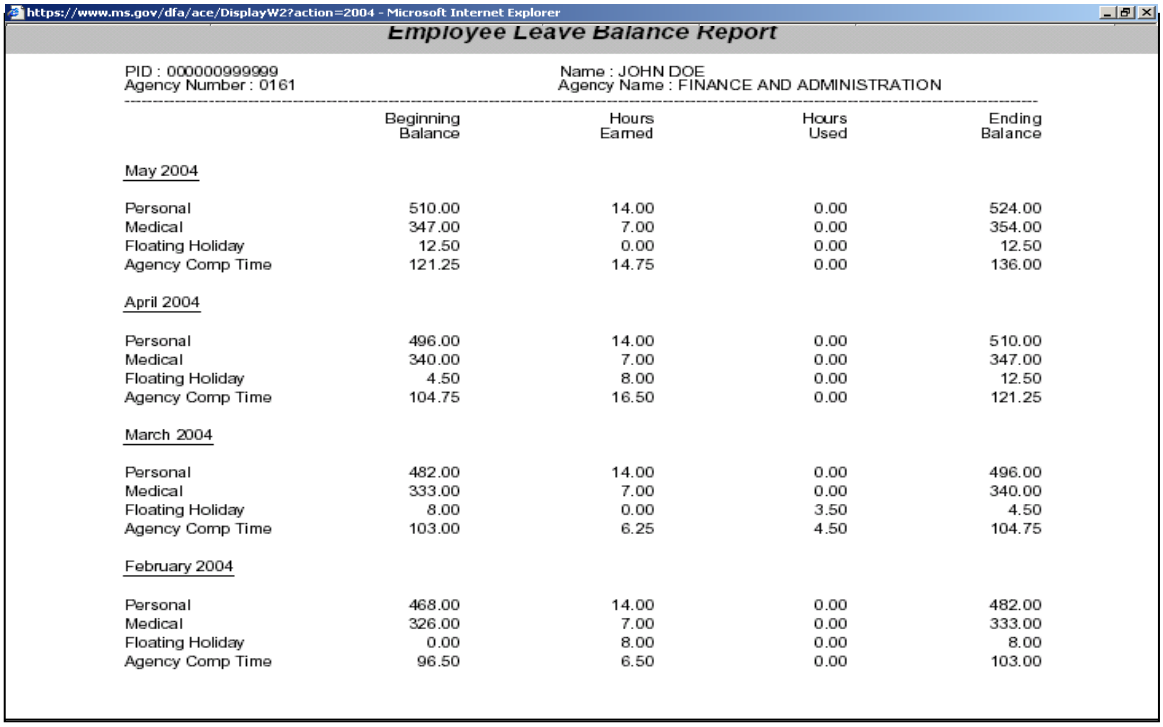
6. By selecting the 'View Leave Balance' button, the user will then be presented with a separate page depicting the leave balance information.

7. The user will be able to access the last 4 months of leave balance information as available in SPAHRS. The last date Leave Balance information has been loaded to ACE will be provided on the Employee Leave Balance/Time Taken Records page in the Employee Details box.

8. As the page is loading, the user will see the following message:


MISSISSIPPI Department of
DFA
FINANCE & ADMINISTRATION
Department of Finance and Administration
ACE: Access Channel for Employees
Downloading...
When using a dial-up Internet connection, it may take several minutes before the PDF is generated.
Note: Your Leave Balance PDF is generated in a new browser window.
When finished viewing your Leave Balance, choose File->Close to return to the ACE Application.
To exit this page, choose File ->Close to return to the ACE Application.

9. The user will then be presented with a separate page depicting the Employee Leave Balance Report.


https://www.ms.gov/dfa/ace/DisplayW2?action=2004 - Microsoft Internet Explorer
Employee Leave Balance Report
PID : 000000999999
Agency Number : 0161
Name : JOHN DOE
Agency Name : FINANCE AND ADMINISTRATION

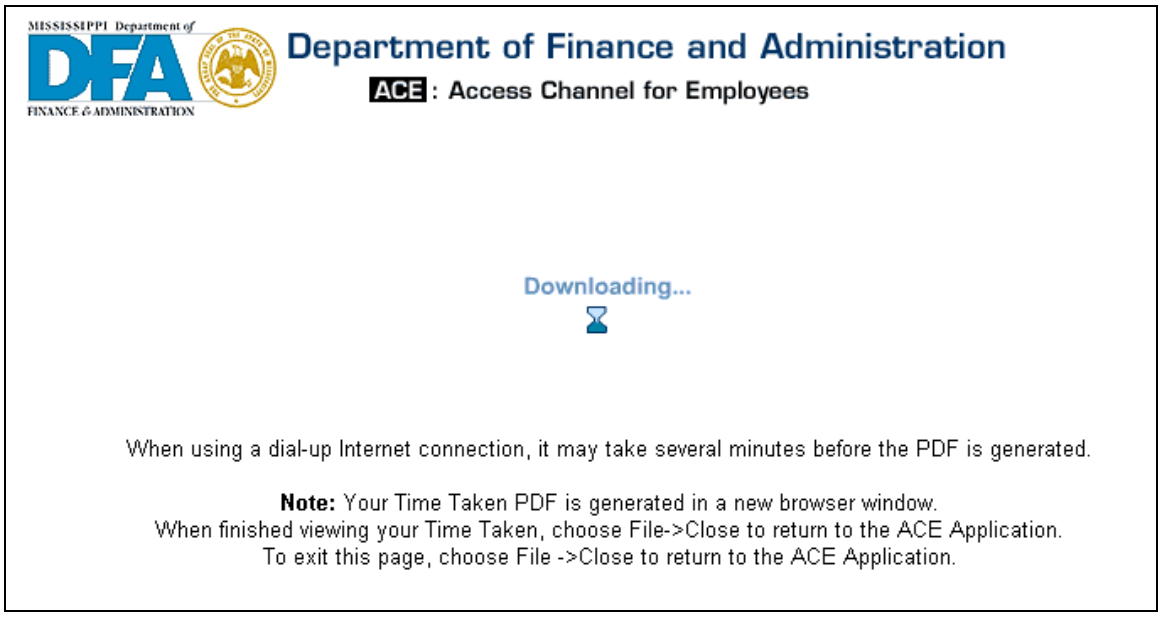
	Beginning Balance	Hours Earned	Hours Used	Ending Balance
May 2004				
Personal	510.00	14.00	0.00	524.00
Medical	347.00	7.00	0.00	354.00
Floating Holiday	12.50	0.00	0.00	12.50
Agency Comp Time	121.25	14.75	0.00	136.00
April 2004				
Personal	496.00	14.00	0.00	510.00
Medical	340.00	7.00	0.00	347.00
Floating Holiday	4.50	8.00	0.00	12.50
Agency Comp Time	104.75	16.50	0.00	121.25
March 2004				
Personal	482.00	14.00	0.00	496.00
Medical	333.00	7.00	0.00	340.00
Floating Holiday	8.00	0.00	3.50	4.50
Agency Comp Time	103.00	6.25	4.50	104.75
February 2004				
Personal	468.00	14.00	0.00	482.00
Medical	326.00	7.00	0.00	333.00
Floating Holiday	0.00	8.00	0.00	8.00
Agency Comp Time	96.50	6.50	0.00	103.00

10. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.

11. By selecting the 'View Time Taken' button by the month timeframe, the user will then be presented with a separate page depicting the time taken form for that month.

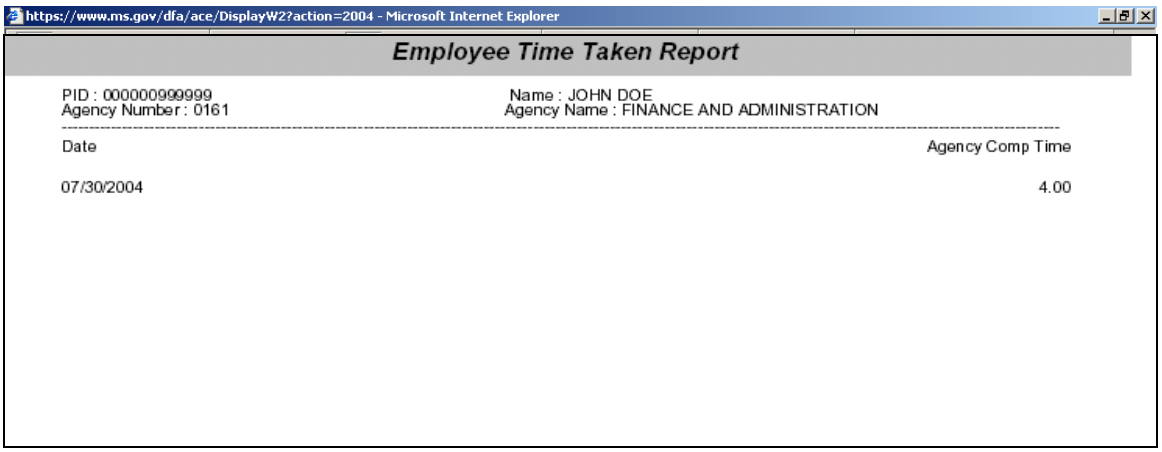
12. Time Taken is provided in ACE for a maximum of four months. The user will be able to access 4 months of time taken information as available in SPAHRS. The last date Time Taken information was loaded to ACE will be provided on the Employee Leave Balance/Time Taken Records page in the Employee Details box.

13. As the page is loading, the user will see the following message.


MISSISSIPPI Department of
DFA
FINANCE & ADMINISTRATION
Department of Finance and Administration
ACE: Access Channel for Employees
Downloading...
When using a dial-up Internet connection, it may take several minutes before the PDF is generated.
Note: Your Time Taken PDF is generated in a new browser window.
When finished viewing your Time Taken, choose File->Close to return to the ACE Application.
To exit this page, choose File ->Close to return to the ACE Application.

14. The user will then be presented with a separate page depicting the Employee Time Taken Report.

15. The user can select the 'X' in the top right hand corner of the Adobe Acrobat screen to close this page once it is no longer needed.



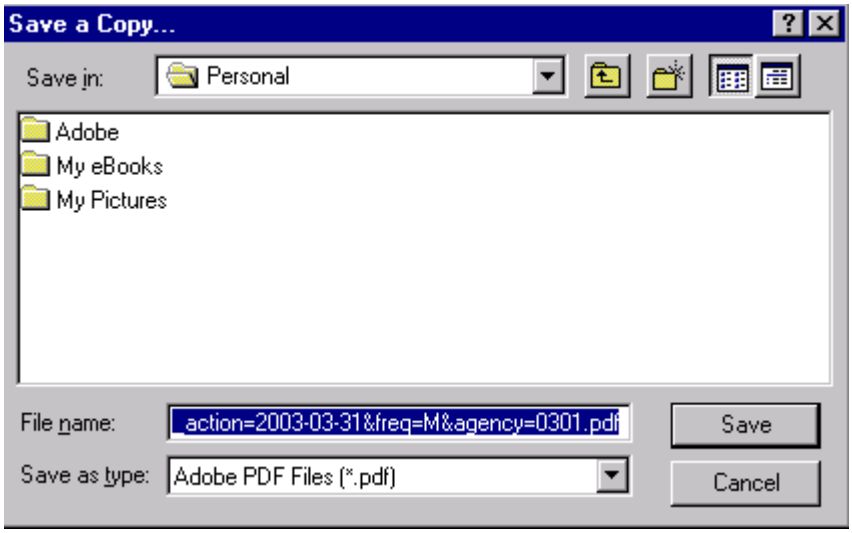
16. If the user has more than seven types of time taken, the time taken categories across the top of the report will be abbreviated and a legend providing the full description of the time taken will appear at the bottom.

F. User Printing Instructions:

The W-2s, pay stubs, leave balances, and time taken reports are presented to the user as an Adobe Portable Document Format (PDF). Adobe PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with the Adobe Acrobat Reader software. Users may save off their W-2s, pay stubs, leave balances, or time taken to their own computer using the following steps:

1. Select the 'Save' button.

2. The user will then be prompted to 'Save a copy'.



3. At this time, the user can rename the file to be more descriptive, *i.e.,* Pay Stub March 2003.

4. Once the 'Save' button is selected, the user has completed the process of saving the document to their computer.

G. MELMS Student Center

MELMS is the Mississippi Enterprise Learning Management System. MELMS gives state employees with an ACE ID and Password the flexibility to:

- Request registration for classes online
- Search an online course catalog
- View a class schedule
- Check training history
- View a calendar of upcoming training events.

To view MELMS training documentation, visit the MMRS Documentation Training database from the MMRS web site: http://www.mmrs.state.ms.us or http://www.mmrs.state.ms.us/MMRS_Training/training_materials/MELMS.shtml.

H. Exit ACE Instructions

Once the user determines that they no longer need additional information from ACE, it is very important that they select the 'Exit ACE' option from the side bar menu. Otherwise, if a user does not fully exit ACE, they may leave their personal information open and accessible by others who may use the computer after them.